

Job Title	Examinations Officer
Reports to	Deputy Head (Academic)
Responsible for	Invigilators, Access Arrangements support staff
Hours	40 hours per week, 8.30am - 5.30pm. Term time only, with an additional three weeks outside of term time. <b>Note: The weeks additional to term time will typically cover any external exams and results weeks (i.e. a few days in October and two weeks in August).</b>
Salary	Salary to be discussed at interview: dependent on experience.
Holidays	5.6 weeks holiday, which is included within your salary.
Location	Repton School
Benefits	Sports Centre Membership Employer Pension Scheme

### Role Overview

#### Purpose of the role

- To be responsible for managing the effective and efficient management and administration of internal, entrance and external examinations and assessments in accordance, where appropriate, with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies and other non-JCQ awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process
- To provide support, advice and guidance to the Head of Centre and SMT in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times
- To complete the [Exams Officer Professional Standards](#) on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the Exams Officer Professional Standards Values and Attributes statement.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met

- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.

## **Role Responsibilities**

### **Before examinations**

#### **Planning**

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of updates.
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
- Ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering and sharing exam-related information from and with relevant internal stakeholders
- Brief candidates, staff and parents on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Lead on the creation and update of exam-related policies and procedures as required by the regulations and school circumstances, and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements and reasonable adjustments for eligible candidates

(processing approval applications and requesting modified papers by the published deadlines)

### **Entries**

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Office to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

### **Pre-exams**

- Recruit, train, update and manage a team of invigilators and those supporting access arrangements
- Manage the arrangements for the timetabling, rooming (liaising with key stakeholders), seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)

- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

### **During examinations**

#### **Exam time**

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

### **After examinations**

#### **Results and Post-Results**

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results and post-results information and services in accordance with the regulations to the published deadlines
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports or analysis tools
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

### **Other**

- Successfully complete and adhere to the Exams Officer Professional Standards on an annual basis
- Acquire a thorough knowledge of JCQ and awarding body regulations and requirements
- Develop the skills required to undertake the role effectively and efficiently
- Engage in the centre's Appraisal and Professional Development Programme
- Undertake training, update or review sessions as required
- Undertake other duties and responsibilities of the role as may be required by the head of centre or DHA

### **Person specification**

Attributes	Essential	Desirable
Skills & experience	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Accuracy</li> <li>• MS Office</li> <li>• Ability to interpret and adhere to rules and regulations</li> <li>• Strong communication skills with a range of different audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school</li> <li>• Previous experience in a similar role</li> <li>• Dealing with complaints and managing difficult situations</li> <li>• Devising and implementing policies</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Discretion and maintenance of confidentiality</li> <li>• Flexibility to manage own workload</li> <li>• Willingness to work flexibly to meet the demands of the role at the busiest times of the year</li> <li>• Able to work on own initiative and look for solutions to problems</li> <li>• Seek support/advice when necessary</li> <li>• Able to lead a team</li> <li>• Able to multi-task and prioritise “Can do” attitude</li> <li>• Calm under pressure</li> <li>• Sense of humour.</li> <li>• Understanding of and ability to work with 13–18-year-olds.</li> <li>• Comfortable with a wide variety of people</li> </ul>	

**Other Important Information**

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Foremarke.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/Policies/Repton%20Safeguarding%20Children%20and%20Child%20Protection%20Policy%202021.pdf>