



The Royal School
Wolverhampton

Examinations Officer (Internal and external exams) Job description

Purpose	<ul style="list-style-type: none"> • Be the School's principal link with Examination Boards, following up queries from Subject Leaders regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses sent by Examination Boards. • To be responsible for the administration and smooth running of all public and internal examinations. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To lead and manage exams by modeling the school's vision and values through implementation of agreed policy, practices and procedures. • To maintain The Royal School's high academic and wellbeing expectations.
Accountable to	Vice Principal Curriculum, learning and teaching
Accountable for	All examination administration.
Main core duties (in addition to teacher job description):	
Specific responsibilities	<ul style="list-style-type: none"> • To be responsible for all examination entries for external exams (BTEC, GCSE, A level and any other external exams) using the MIS, A2C and any other software necessary and ensuring manual back up as appropriate. • To liaise with subject leaders on pupil entries and to ensure they are aware of entry deadlines. • Wherever possible making arrangements for pupils at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages. • Where feasible make arrangements for candidates who are not pupils at this school to take examinations here. • To disseminate information about public exams to staff, pupils and their parents and to provide parents and pupils with examination entry information. • To provide candidates with personal exam timetables and retain a signed copy for record. • To liaise with staff, parents and candidates to deal with complaints and queries about public examinations. • To take responsibility for and collate securely, according to JCQ policy examination papers as they arrive. • To be responsible for the daily running of all examinations including practicals and orals. • To book examination venues and liaise with the Estates Manager regarding the setting up of rooms. • To create a timetable for invigilation purposes, ie; to provide information about the examination timetable, dates/times of examinations and the number of entrants and make this available to the relevant staff. • To sort out all "clashes" and make appropriate provisions for pupils. • To brief candidates on examination procedures and conduct. • To produce guidelines and policies for staff and candidates. • Liaising with the SENCO regarding candidates with SEN; assisting with applying to awarding bodies for special arrangements for such candidates. • To be responsible for examination stationery. • To check examination results information before publication. • Maintain accurate records of all examinations, including seating plans and registers. • Promote JCQ policies and ensure they are maintained within the school. • To ensure internally assessed components of exam work are prepared and sent to external

	<p>moderators on time.</p> <ul style="list-style-type: none"> • Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues. • Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations. • To oversee the copying and distribution of results and post exam services. • To check and copy all certificates before they are handed to pupils. • To deal with enquiries from past pupils regarding confirmation of exam grades and where appropriate provide a statement of acknowledged grades received. • To deal with enquiries from past pupils regarding loss of certificates, preparing an official School Statement where necessary, and advising past pupils how to obtain duplicates of certificates. • To retrieve costs of examination entry from absentees and arrange for remarks, reports and queries about exam results from the examination board. • To be available on the days the school is notified of results and thereafter to advise pupils on re-marks. • To ensure all examination invoices are checked and authorised for payment. • To ensure all candidates are charged the appropriate exam and centre fee and that these charges are passed to the Finance Department in good time. • To liaise closely with the Vice Principal over issues of invigilation and cover. • To keep up to date with any changes in assessment regulations and to inform subject staff and advise the SLT. • Ensure an examination noticeboard is kept up to date, especially during external examination periods. • Co-ordinate the team of invigilators, including recruitment, training, management and deployment of invigilation staff. • To make arrangements for pupils to sit university entrance exams and tests such as BMAT, TSA & MAT. • To manage exam board online administrator account such as e-AQA, OCR interchange, Edexcel Online, WJEC secure website and CIE direct. • To create and manage exam board online staff user accounts.
Other responsibilities	<ul style="list-style-type: none"> • To attend regular line management meetings with the Vice Principal Curriculum, learning and teaching and meetings with the Data Manager. • Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations. • Role model to other staff in dress; language and conduct. <p>Undertake such duties as may from time to time be reasonably assigned by the Principal.</p>

Examinations Officer person specification

A = Application form, D = Documents, I = Interview, T = Test / Exercise

Description	Essential	Desirable	Method Used
QUALIFICATIONS			
Good general standard of education, preferably to at least GCSE C+ or equivalent	<input type="checkbox"/>		A / D
SKILLS, EXPERIENCE and KNOWLEDGE			
Strong IT Skills, competent in use of Word, PowerPoint, Excel, Outlook	<input type="checkbox"/>		A/D/I
Excellent time management skills and the ability to work as part of a team or undertake work on an individual basis	<input type="checkbox"/>		A/I
Able to prioritise well and use own initiative	<input type="checkbox"/>		A/I
High levels of accuracy in all tasks	<input type="checkbox"/>		A/I/T
Excellent interpersonal skills for dealing with parents and colleagues.	<input type="checkbox"/>		A/I
Experience gained in a similar working environment		<input type="checkbox"/>	
PERSONAL QUALITIES			
Excellent communication skills both verbal and written	<input type="checkbox"/>		A/I/T
Have a flexible approach to work and be adaptable	<input type="checkbox"/>		A/I
Positive attitude to work	<input type="checkbox"/>		A/I
Ability to work in a highly confidential manner	<input type="checkbox"/>		A/I