

Job Description

Job Title	Exams Officer/Manager of Student Services
Grade	Scale 7
Reports to	Deputy Headteacher / Business Manager
Liaison with	Headteacher, all staff, students, educational settings
Duties Examinations Officer	<ul style="list-style-type: none"> • All aspects of the examination administration and organisation throughout the academic year • Production of examination results for Executive, Governors' Curriculum Committee and school prospectus in September • Administration related to examination documentation • Administration of mock examinations • Administration of Year & CATS/NFER tests • Administration of Year 7/8 progress and optional tests • Administration of KS3 SATs tests • Complete registration/intention of entry forms for all external examination courses as and when required by Examination Boards, after consultation with relevant subject heads • Retrieval of examination base data from the internet, create folders and files within the school network as necessary and link examination codes with CMIS. Consult with subject heads as necessary • Set the season organiser for CMIS and control and importation of base data thereto • Activate all syllabus data and season currency and keep a check thereon • Produce forms for all examination course entries • Registration of all examinations with the Boards • Create and examination number and UCI numbers within the CMIS systems and make regular weekly housekeeping check as necessary • Process entries • Produce subject entry checklists for distribution to senior staff/heads of faculty and department • Produce candidate entry checklists and accompanying letter • Receive and investigate claims of error in candidate entries

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| | <ul style="list-style-type: none">• Send entries to Examination boards via EDI and keep audit log• Open files of entries• Prepare and publicise a system for amendments to entries• Process amendments and update entry file• Prepare examination board statements of Entry for distribution to candidates• Deal with students with examination queries/timetable clashes• Oversee the Special Arrangements/Special Considerations and liaise with SEN• Liaise with all examination boards by telephone, emails etc• Distribute information and details concerning despatch of course work, CAMS etc, collect coursework from heads of subject, check and despatch• Collect and despatch to examination boards candidates' estimated grades• Maintain a diary of practical and oral examinations and visits by moderators• Preparation of examination schedules• Collapse the timetable for modular examinations and arrange alternative rooms as and when required• Preparation and organisation of invigilation schedules of all external examinations• Prepare candidate number cards• Update attendance registers to take account of withdrawn candidates and late entries• Prepare examination seating plans• Preparation of examination rooms and liaison with Sites and Services Manager where necessary• Liaise with HBS over venues, equipment and timings of examination• Liaise with Awarding Body inspectors and ensure all security measure are in place on behalf of the Headteacher• Receive and check for accuracy despatches of examination papers• On the day of an examination distribute papers to rooms, |
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<p>Post Exam Procedures</p> <p>Examination documentation</p> <p>Mock Exams</p>	<p>organisation of candidates, invigilators and emergency candidate contact</p> <ul style="list-style-type: none"> • Read rubrics, commence and finish examinations • Post examination checks and despatch of scripts • Collect and despatch information requested by the examination boards concerning estimates of entries • On examination results days receive EDI transfer of results and assist with distribution of results clips • Preparation of examination statistics <ul style="list-style-type: none"> • Moderator feedback reports. Copy and distribute to staff. Follow up concerns. File copies and collate for Senior Management as required • Enquires about results. Undertaken on behalf of students during August in order to meet deadline in early September • Access to scripts. Complete necessary paperwork for access to scripts as requested by Heads of Subject • Declines. Collect and despatch paperwork as required when students wish to decline grades in order to re-sit examination modules • Generate examination re-sit forms and fees to HODs/HOFs. Liaise with students, check fees etc <ul style="list-style-type: none"> • Open, read, interpret and disseminate examination post throughout the year • Maintain a library of examination board regulations and syllabuses • Use of the internet to track down and download documentation essential to staff for examination purposes from the major examination websites <ul style="list-style-type: none"> • Obtain details of faculty and subject requirements for mock examinations • Plan mock timetable and produce for staff and students to include invigilation and room requirements • Prepare and send letters to parents and students
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<p>CATS & NFER Tests</p>	<ul style="list-style-type: none"> • Liaise with Year 7 Achievement Director in summer term ensuring books/test papers are in order for September tests • Download new Year 7 timetable blocks, make spreadsheets and agree sessions/timings with Year 7 Achievement Director • Make spreadsheets for mentors and give assistance to Achievement Director during CATS/NFER sessions • Keep absence lists and ensure all students take tests • Despatch papers
<p>Year7/8 Progress and Optional tests</p>	<ul style="list-style-type: none"> • Liaise with HOFs, complete and return DCI registration for September for teacher packs/tapes/student papers • Liaise with SEN regarding modified versions and specialist materials • Preparation of year spreadsheets to advise numbers of students for Progress/Optional tests in English/Maths and rooms/sessions for May • Complete DC2 registration with numbers, levels of entry of students liaising with National Assessment Agency (NAA) • Oversee arrival, accuracy and security of test papers and liaise with Faculties regarding posting arrangements • Assist with the organisation of test papers for each session and receive completed tests for despatch
<p>KS3 SATS tests</p>	<ul style="list-style-type: none"> • Liaise with HOFs, complete and return DC1 registration for September for teacher packs/tapes/student papers • Liaise with SEN regarding modified versions and specialist materials • Preparation of year spreadsheets to advise numbers of students for Progress/Optional tests in English/Maths and rooms/sessions for May • Complete DC2 registration with numbers, levels of entry of students liaising with National Assessment Agency (NAA) • Oversee arrival, accuracy and security of test papers and liaise with Faculties regarding posting arrangements • Assist with the organisation of test papers for each session and receive completed test for despatch • Prepare information for invigilators and disseminate

	<ul style="list-style-type: none"> • Arrangement of advertisements to recruit invigilators • Interview prospective candidates • Train appointed staff • Organise pay • Produce and monitor daily worksheets • Oversee working practices •
<p>Line Manage Invigilators</p>	<ul style="list-style-type: none"> • Administration and production of whole school awards certificates • Administration related to the new intake each year • Awards evening December • Liaise with set teachers to collect nomination for awards certificates for Years 7-10 • Formulate spreadsheets for each year with the data • Mail merge into Word using advances techniques and produce the award certificates • Organise into year groups and advise the relevant Deputy Head of subjects and numbers each student has been awarded
<p>Student Services</p>	<ul style="list-style-type: none"> • Liaise with administration staff to produce invitation letters to parents
<p>New Intake</p>	<ul style="list-style-type: none"> • Liaise with Year 7 Achievement Director/Admissions Clerical Officer and prepare Year 6 spreadsheets with personal data • Prepare parental letters for Prospectus to Primary Schools/open mornings and evenings for Year 7 Achievement Director in September each year • Prepare spreadsheets with dates and timings for July parents' meetings and induction days for Year 7 Achievement Director • Assist with preparation of primary schools in July • Prepare and send on behalf of Year 7 Achievement Director personalised students letters at the end of July
	<ul style="list-style-type: none"> • Receive and check all certificates throughout the year from Awarding Bodies

	<ul style="list-style-type: none"> • Complete and return paperwork • Collate students' certificates, prepare spreadsheets and enter certificate holders • Prepare personalised envelopes/lists for Awards Evening for Head of Sixth Form • Liaise with organiser of separate awards • Receive uncollected certificates and contact students and parents
<p>Awards Evening</p> <p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade