



Highclare School

Examinations Officer Job Description

Job Purpose:

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies¹) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process

Main duties and responsibilities

- Administer all paperwork and jobs in relation to examination pre-entries, entries and results.
- Liaise with students concerning their entries, timetables and any associated problems.
- Co-ordinate the internal and external examination sessions as required in relation to accommodation,
- timetabling and invigilation staffing.
- Deal with any paperwork in accordance with regulations for any student with learning difficulties or disabilities or health problems.
- Organise all coursework collection and dispatch to moderators
- Liaise with staff for any communication with or concerning information from examination boards,
- Distribute all official documentation concerning exam material, specifications and courses to the relevant heads of departments.
- Order all necessary publications for the subject departments including past papers and teaching aids from the exam boards.
- Provide information on examination fee collection for Finance.
- Attendance as required to receive and distribute results, recording the information appropriately
- Take responsibility for random JCQ centre inspections
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks
- Adhere to the ethos of the school:
 - Promote the agreed vision and aims of the school
 - Set an example of personal integrity and professionalism.
 - Attend appropriate staff meetings and parents' evenings.
- This list is intended to be as comprehensive as possible, but is not exhaustive

It is anticipated that this position will involve working for 15 hours per week. However, this may vary, depending on the time of the year and the input required at different times. For this reason, flexibility with working hours is an essential requirement for this position.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Criminal Records Bureau.

¹JCQ^{CIC} is a membership organisation comprising the eight largest national awarding bodies offering qualifications in the UK. The JCQ is a not for profit Community Interest Company, limited by guarantee. It is funded by its members.

Members are: [AQA \(AQA Education Ltd\)](#), [CCEA \(Northern Ireland Council for Curriculum, Examinations and Assessment\)](#), [City & Guilds](#), [NCFE](#), [OCR \(Oxford Cambridge and RSA Examinations\)](#), [Pearson](#), [SQA \(Scottish Qualifications Authority\)](#), [WJEC](#)

CALENDAR OF ACTION – EXAMINATION RESPONSIBILITIES

September

Enquiries about results and access to scripts
Download autumn base data
Re-sits from summer
Book 11+ invigilators in

October

Check in GCSE / GCE certificates and sort ready for distribution
Order publications, check on arrival and distribute to staff.
Complete 'estimated entries' forms and return to Boards.
Start timetabling January internal and external examinations, inc staff cover

November

January exam timetabling and booking invigilators
Organise exam rooms and furniture moving requirements with maintenance team (for mocks)
Arrange invigilation sheets and study cover for January examinations
Download base data for summer external exams
Work with SENCO to do process access arrangements on line
Estimated fees for summer series

December

Await examination papers, and attendance registers /addresses from Boards and check them in.
Organise external January exams
Create mark sheets for entries
Students' fees list to Finance for invoicing (estimates)

January

Organise mark sheets for summer exams
Check invigilator availability for summer exams
Post mock exam meeting
Collect in GCSE entries from staff and pupils

February

Make entries to AQA, Edexcel and OCR before 21st
Await pre-release examination material and store safely until required
Collate GCSE exam fees and issue to Finance for billing (actuals)

March

Students' fees list to Finance for invoicing (actuals)
Confirm all invigilators needed for May / June
Receive, analyse and distribute January modular results and make alterations to summer exam entries where appropriate
Seating plans – create – check extra rooms with Deputy Head: Academic / SENCO

April

Invigilator training session
Timetabling for main examination period – GCSE and GCE and internal exams – give to students
Send out details to U5 and L5 about exam procedures and regulations
Organise exam rooms maintenance
Organise projectors / laptops with ICT

May

Collect in and send off coursework to moderators 7th
AS and GCSE examinations start approx 14th - require to be in full time

June

Main examination period – full time

July

Special considerations
All withdrawals complete

August

Results and analysis – be available on GCSE and A Level results day
Form filling



Highclare School

Examinations Officer Person Specification

Essential Skills Required

- Good knowledge and ability to use MS Office.
- Highly organized with strong attention to detail
- Work in a confidential manner in accordance with policies and procedures
- Be able to prioritise and manage workload
- To be able to work accurately and to deadlines
- To be self motivated and able to respond with confidence to unexpected situations
- Have good written and verbal skills
- Be flexible
- A good sense of humour!

Desirable skills

- At least 1 year's experience of this role in a senior school environment, alongside knowledge of SIMS computer system