



JOB DESCRIPTION:
Examination Officer

Grade S3 points (23-25) 37hrs per week

(£27,103-£28,783)

PURPOSE:

To manage the internal/external examination/testing programme for students throughout the school.

REPOSNSIBLE TO: Headteacher/Deputy Headteacher (Curriculum)

DISCLOSURE LEVEL: Enhanced

MAIN DUTIES AND RESPONSIBILITIES:

Administrative

- Familiarise and keep up to date with relevant JCQ documents such as General Regulations, 'ICE Booklet', Access Arrangements etc..
- Collect data from Heads of Faculty & Heads of Department regarding the GCSE, GCE, BTEC and other awarding body courses that are offered during the forthcoming academic year.
- Download relevant basedata files for all examination seasons – e.g. September, November, January, March, May & June for GCSE, GCE, BTEC and Welsh Baccalaureate entries.
- Process all entries for GCSE, GCE, Welsh Baccalaureate, BTEC and other awarding bodies ensuring that all Heads of Department / Teachers in Charge of Subject check the relevant subject and 'cash-in' codes.
- Provide Heads of Department / Teachers in Charge of Subject entry lists for their relevant specification.
- Manage the examination budget particularly ensuring that any late fees are avoided through meeting all stipulated deadlines.
- Process all amendments received from individual departments by the stipulated date.

- Consider processing amendments that are received after the stipulated date and ensure the relevant departments bear the cost of late / amendment fees if the amendment is processed.
- Ensure that all staff are aware of the regulations regarding coursework and Non-Examination Assessments (NEA's).
- Be responsible for the formulation and revision of the Examinations Standard Operating Procedures.
- Formulate and review policies associated with examinations e.g. appeals procedure, emergency evacuation procedures, NEA policy.
- Ensure that other awarding bodies' candidates such as BTEC/LIBF/NCFE/SWEET/Agored Cymru are:
 - * Entered for the correct course
 - * Entered using the awarding bodies accepted format
 - * Results are submitted by the correct deadline – to be done in co-operation with the Assistant Headteacher (Additional Qualifications) and the relevant Head of Department.
- Formulate mock examination timetables for Years 10/11/12/13 after consultation with relevant Head of Year, Heads of Department and Teachers in Charge of Subject.
- Organise mock examinations.
- Ensure that every despatch from examination boards is checked against the despatch notice and ensure that examination papers are stored securely and are arranged in chronological order.
- Ensure that each external examination has a seating plan.
- Ensure that each candidate receives an individual examination timetable for external examinations.
- Identify and resolve candidate clashes in individual examination timetables.
- For each examination season ensure that the school has received a full complement of:
 - * Examination papers
 - * Attendance Registers
 - * Examiner Labels
 - * Envelopes
- Ensure that for each script despatch to individual examiners that there is a certificate of posting and scripts are posted promptly and at the very latest the next day.
- Ensure that coursework / NEA marks are submitted via the relevant awarding body portal.
- Complete all Estimated Entry information requested by examination boards by the appointed deadlines.
- Distribute all relevant circulars from the examination boards to the relevant HOF / HOD / HOS.

- Ensure that all teachers are informed in any revision to examination procedures and regulations.
- Provide access to relevant teachers to examination boards secure sites.

Procedural

- Ensure that each examination room is provided with the:
 - * relevant notices
 - * a clock
 - * relevant publications
- Ensure that each examination room has an appropriate layout and it meets statutory requirements.
- Check and pack examination scripts for the individual examiners ensuring that the number of scripts tally with the appropriate attendance register.
- Check and view DVD's required for external examinations e.g. Media Studies & PE by the designated time and inform the relevant examination board in the event of any problems.
- Facilitate through the provision of labels and envelopes the submission of coursework / controlled assessment.
- Provide additional support to those subjects that may require a high level of supervision and where practical administer 'catch up' sessions for Controlled Assessments where candidates were not able to undertake the Controlled Assessment at the designated time.
- Oversee invigilation arrangements.
- Recruit and train invigilators annually.
- Oversee the arrangements for candidates who require separate accommodation due to Access Arrangements or clash management.
- Maintain a regular presence in the examination room during all examinations particularly at the start and at the end.
- Facilitate requests from VI form candidates regarding the sitting and administration of external examinations required by some universities.
- Deal with any instances of examination malpractice making sure:
 - * That candidates are afforded an opportunity to write a statement.
 - * Complete the required paperwork
 - * Liaise with the relevant examination board regarding the incident.
 - * Inform the candidate and parents of the outcome of the enquiry.
- Facilitate and assist any visit from a visiting examiner.

Liaising with other teachers, examination boards, educational institutions and other agencies

- Co-operate and liaise with other institutions regarding candidates who have moved between educational institutions.
- Co-operate fully with the BTEC, NCFE, LIBF, SWEET & Agored Cymru adviser during any monitoring and quality assurance visits.
- Liaise with Coleg Menai and other schools regarding Partnership Pupils who follow BTEC, Vocational and other subjects off site.
- Liaise with neighbouring schools who may have guest candidates following courses in Ysgol Friars regarding entry procedures, 'cash in' arrangements etc.
- Liaise with Data Support regarding Partnership Pupils.
- Liaise with IT support staff.
- Provide copies of results to outside agencies e.g. Coleg Menai, Careers Wales.
- Ensure that every effort is made to contact candidates who have failed to attend an examination.
- Liaise with the Director of VI Form Studies, Year 10 & 11 Year Team Leaders to arrange a slot during an assembly whereby candidates are made fully aware of examination administration, procedures and candidate responsibilities.
- Liaise with the relevant person at the appropriate examination board in dealing with any examination issue.
- Liaise between external moderators and Heads of Department / Teachers In Charge Of Subject regarding problems with coursework / controlled assessment.
- Liaise with the relevant examination board regarding any lost or missing coursework or NEAs.
- In instances where VI form students have transferred to the school to complete A level courses administer and arrange a 'Transfer of Credit' between the relevant examination board.
- Co-operate with JCQ Inspectors and enter into meaningful discussions regarding examination administration and procedures.
- Attend Gwynedd Examination Officers Network meetings.
- Facilitate annual meetings with the dedicated Regional Support Officer from Qualification Wales.
- Deal with any requests from examination boards regarding missing scripts and co-operate fully with their procedures.

Post results

- Download results from the relevant examination board and import into the school's SIMS system.
- Disseminate examination results in the appropriate format to candidates and relevant Heads of Faculty / Heads of Department.
- Organise the distribution of examination results in August in terms of time, format, layout of room.
- Be available to deal with any examination result query raised by candidates, parents or teachers on the day results are issued.
- Provide Heads of Faculty / Heads of Department with a pack containing the relevant SIMS outputs (within the constraints of the school's SIMS system) which allow comparisons to be made between classes and courses.
- Process any requests for the return of photocopied or original scripts.
- Ensure that payment is received from a student before the request for a photocopied or original script is submitted.
- Process any request for individual candidate re-marks whether the request has come from a candidate or HOF / HOD. Ensure that candidates are aware that their marks could go up or down.
- Process any requests for late certification.
- Comply with any reasonable request from individual examination board e.g. re the retention of course work.

Analysing, Verifying & Interpreting data

- Provide the school's SMT a general picture of GCSE and GCE performance.

Appeals, Access Arrangements & Special Consideration

- Process all appropriate requests for Special Consideration during each examination season.
- Liaise with parents particularly in cases where temporary Access Arrangements or Special Consideration is required.
- Manage the school's Internal Appeals Procedure for all qualifications.

The job description and responsibilities may be amended by agreement from time to time.