

## Job Description: Exams Officer

### Role Specific

1. To support the Exams Team Leader in the organisation, co-ordination and administration of the exam's functions relating to all college provision (to include apprenticeship, vocational, A level/GCSE and Lancashire Adult Learning (LAL))
2. To support the Exams Team Leader to develop and sustain excellent working relationships with curriculum and cross college areas enabling the delivery of an effective and quality service across the organisation
3. To support the Exams Team Leader in working collaboratively with the Quality Unit to ensure compliance and quality assured processes are in place, including adhering to all Awarding Body and external organisation regulations and deadlines.
4. To support the Exams Teams Leader and co-ordinate with the Learning Support Team with regards to access arrangements including ensuring submissions to JCQ for authorisation meet all regulations and deadlines.
5. To contribute to the financial stability of the College and ensuring value for money including processing of invoices in a timely manner and monitoring of late fees.
6. To support the co-ordination of timely allocation and completion of tasks relating to all aspects of Exams (to include):
  - Student registrations, examination entries and claims, including accurate recording of exams results on the ILR security and storage of question papers, coursework and examination scripts in accordance with board regulations (including in between sites)
  - Liaison with examination boards
  - Liaison with external examiners, inspectors and assessors
  - Co-ordination of exam clashes and access arrangements for students
  - Co-ordination of post results service
  - Organisation of examination sessions including exam timetable preparation and rooming, for internal and external exams
  - Receipt and processing of results to students and staff and onto the EBS system
  - Receipt, processing and distribution of certificates
7. To support the assurance that returns for external examinations and registrations for the provision detailed above are completed appropriately and within the timescales set by the exam boards.
8. To assist with the systematic collection of data to enable the creation of management reporting, including Key Performance Indicators and other productivity and compliance measurements.
9. To attend and pro-actively contribute to regular team meetings and the development of processes to ensure standardisation and consistency enabling the delivery of a quality service
10. To support and co-ordinate the monitoring of EBS Exam reports to ensure timely processing of exam registrations and entries
11. To assist in the monitoring of pending achievement liaising with MIS Registry, quality and curriculum colleagues to ensure timely and accurate record keeping
12. To liaise with the On-line Test Co-ordinator in relation to exam registrations and entries
13. To liaise with invigilators in relation to forthcoming exams
14. To oversee and support the co-ordination of internal and external examinations are appropriately timetabled, roomed and staffed
15. To consistently contribute to the use of the examinations module of the EBS system in conjunction with the Exams Team, ensuring that reference data is entered in a manner designed to promote efficiency and maximum use of automated routines
16. To provide excellent customer service to all stakeholders
17. To keep abreast of all Awarding Body and external organisation notifications and ensure compliance at all times
18. Carry out any other duties relating to the MIS function within College, assisting colleagues within the wider team at peak times, particularly at main enrolment



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### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Exams Officer
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
Level 3 qualification or higher. Or be able to demonstrable relevant experience	<b>Essential</b>
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	<b>Essential</b>
<b>Training, Experience and Knowledge</b>	
Demonstrable experience of working collaboratively with Awarding Bodies with regards to compliance and adhering to deadlines	<b>Essential</b>
Excellent diverse working knowledge of various Awarding Body processes (eg NCFE, AQA, City and Guilds, Pearson)	<b>Essential</b>
Experience of supervising colleagues to deliver a quality service	<b>Essential</b>
Demonstrable experience of co-ordinating and administrating large-scale exams (including A level and GCSE) ensuring compliance and accuracy	<b>Essential</b>
Experience of examination practical and administrative processes and controls	<b>Essential</b>
Good working knowledge and practical experience of using Microsoft packages	<b>Essential</b>
Experience of using a computerised information system	<b>Essential</b>
Knowledge of managing processes in line with examination access arrangements	<b>Essential</b>
Experience of using EBS with regards to recording and monitoring exam related tasks	<b>Desirable</b>
<b>Personal Skills and Attitudes</b>	
The ability to work under pressure and meet competing deadlines	<b>Essential</b>
The ability to be a team player and multi task	<b>Essential</b>
The ability to relate to staff at all levels and liaise effectively with external organisations	<b>Essential</b>
Have a highly responsive, flexible and adaptable attitude	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Possess excellent ICT skills	<b>Essential</b>
Self-motivated and driven to consistently improve and reflect on own practice	<b>Essential</b>
Full driving licence and access to own vehicle	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Possess excellent communication, interpersonal and organisation skills	<b>Essential</b>
Be a team player	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>