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| **Job Title:** | Examinations Officer | **Post No:** |  |
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| **Curriculum Area:** | Corporate & Strategic Development | **Department/**  **Team:** | Management Information Systems |

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| **Reports to (job):** | MIS Manager |
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| **Responsible for (jobs):** |  |

# Job Purpose

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| Responsibility for the administration, organisation and smooth running of internal and  external examinations for which students have been prepared. |

**Main Responsibilities**

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| 1. | To be responsible for all administration related to external examinations, assessments for academic qualifications. |
| 2. | To support the administration related to external examinations, assessments for vocational qualifications. |
| 3. | To co-ordinate arrangements for examination entries and registrations, the invigilation and conduct of examinations, the storage and security of exam papers and student scripts. |
| 4. | To liaise with the awarding bodies directly. |
| 5. | To schedule and deliver internal mock examinations. |
| 6. | To liaise with Curriculum and Programme Leaders on student entries and registrations and ensure that they receive and are aware of changes in regulations and specifications. |
| 7. | To be responsible with the MIS Team, for the maintenance of accurate and up-to-date data, and value added, relating to examination entries, registrations and results on the main College Database. |
| 8. | To liaise with staff, parents, students and to deal with complaints and queries about public examinations. |
| 9. | To resolve all clashes and make appropriate provisions for students. |
| 10. | To be responsible for the processing of results. |
| 11. | To arrange for re-marks and deal with queries about exam results from the examination board. |
| 12. | Maintain, and create as appropriate, policies and procedures which inform the conduct and delivery of the exam and assessment service. |
| 13. | To record and implement Access Arrangements as assessed by the Access Arrangement Team. |
| 14. | To help with the administration with on-line examinations. |
| 15. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 16. | Undertake training and development and undertake such other tasks as may be required or directed from time to time to meet the needs of the College. |
| 17. | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives. |
| 18. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 19. | \*\*To participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * Knowledge of Exams administration * Understanding of the various examination and assessment processes * Highly developed IT skills and proficiency in working with standard office applications. * Accurate keyboarding skills. |  |
| Skills | * Ability to organise, plan and prioritise work * Ability to meet deadlines and work under pressure * Ability to form and develop team working and maintain effective working relationships with other teams and individuals. * Self-motivated with a meticulous attention to detail. * Excellent interpersonal and group communication skills. | * Ability to undertake further training. |
| Experience | * Experience of handling and processing data accurately. | * Working in a busy office * Experience in exams within a College or other educational establishment. |
| Special working requirements | * Ability to work flexibly to accommodate occasional evening or weekend working. * A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group |  |