



JOB DESCRIPTION EXAMINATIONS OFFICER AND DATA ASSISTANT

Job Title	Examinations Officer and Data Assistant
Grade	Band 3 to midpoint
Reports to	Data Manager
Liaison with	Teaching staff, Senior Leadership Team, Examination Board
Job Purpose	<ul style="list-style-type: none"> Administration and organisation of all aspects of External Examinations Administration for Internal Examinations Assist the Data manager as required.
Duties Internal Exams Public Exams Key Stage 4 and Key Stage 5	<ul style="list-style-type: none"> Collect departmental requirements as requested for internal examinations and determined tests for all Years Construct and distribute internal examinations timetables – venues and timing and invigilation Produce letters to parents regarding examinations To liaise with Senior Leadership Team and Learning Managers to oversee students' entry, exit and conduct during internal examinations To liaise with the Cover Administrator for invigilation for internal examinations where required Annually review internal and external exam procedures Estimated entries; ensure these are sent to the examination boards and keep a record in school for departmental use Board Estimate Grade forms – distribute to staff and return to by due date Arrange re-sits – entries, timetable, rooming for external exams Order syllabuses, past papers and support materials as required by CTLs Distribute and disseminate communication from Examination Boards – regulations, INSET materials, syllabus availability, fees, provisional and final timetables etc Special Arrangements and Special Considerations – collect recommendations from staff and make application to the Boards Examination entries – ensure correct syllabus, tier, modules are entered using SIMS Examination Modules, Course Manager and Electronic Data Interface (EDI) Set deadlines for examination tier movements and send Entry Amendment files to the Boards using EDI Board and TEMS forms – distribute to staff and return to Board/Moderator by due date Compilation of controlled assessment deadlines and contact with moderators, ensuring CTLs meet these deadlines Oversee JCQ inspectors and moderators' visits Construct master examination timetable – allocate rooms and seating Liaise with Premises Team – layout and setting up of examination venue Examination Clash control – make application to Board to resolve examination clashes – ensure students affected know procedure Arrange supervision of students affected by clash of examinations Print and distribute individual student timetables, Board Statement of Entry and individual Warning to Candidates Notice Collect fees for examination re-sits Ensuring security of examination papers Examination stationery control Construct examination packages – papers, correct stationery, examiners' addresses and packaging materials, candidate numbers To liaise with Senior Leadership Team and Learning Managers to oversee students' entry, exit and conduct during external examinations Taking proactive steps to ensure all students attend external exams Ensuring invigilation rules and procedures adhered to, correct notices displayed Completion of examination registers Despatch of exam papers and registers to examiners Downloading results

Duties Assisting Data Manager	<ul style="list-style-type: none"> • Printing individual student results and distribution of Board Results Slips • Sending off requests for re-marks and examiners reports • Responsible for the submission of the examination capitation • Checking and distributing certificates • Ensuring all Joint Council for Qualifications (JCQ) regulations are followed regarding conduct of examinations. • Telephone enquiries and liaison with exam boards, invigilators, teachers, students and parents. • *Be in attendance at school the day before and on A Level and GCSE results days as required in August <ul style="list-style-type: none"> ○ The two Wednesdays prior to the release of results in August in order to download data into sims, produce individual statements of results, create a broadsheet summary for staff, deal with queries and prepare summary information for Heads of Department ○ The two Thursday results days in August for dealing with queries, late certifications and post-result enquiries. • To assist Data Manager in creating mark sheets on SIMs • To assist Data Manager in updating Course Manager • To assist Data Manager with uploading data into SISRA and any other appropriate data analysis systems (Training will be given)
Invigilators	<ul style="list-style-type: none"> • Organise and arrange invigilators for internal and external examinations • Submit and record invigilators timesheets • Produce and keep updated and invigilators handbook • Lead training for invigilators as and when required • Ensure forward planning gives sufficient opportunity to recruit additional invigilators as required • Supervision, planning and organisation of the exam invigilators' workload • Preparation of information for invigilators e.g. concerning individual student needs, seating plans etc • Dealing with, and resolving queries from invigilators if they cannot be dealt with by the Lead Invigilator
General	<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 <p>*the post holder is expected to work for up to one week (in each academic year) during school closure periods to administer public examination results/enquiries.</p>

