

EXAMS OFFICER

Commencing – 1st July 2024

Salary – £31,364 - £34,834 (FTE)

Actual salary – £30,777 - £34,182

Monday to Friday, 7:45am – 4:15pm

(with flexibility required depending on need during examination periods)

Term Time plus 3 weeks

(including day before/day/day after External A-level and GCSE examination results days in August)

Do you have experience in exam processes and ensuring compliance with regulations? Are you detail-oriented and able to handle confidential information with discretion?

Watling Academy is seeking an Exams Officer to join our team. In this pivotal role, you will be responsible for overseeing all aspects of the exam administration process. Your primary duties will include maintaining and developing systems to coordinate exam administration, preparing for and running internal and external examination series, ensuring compliance with JCQ and awarding body regulations and liaising with internal and external stakeholders. Additionally, you will play a key role in managing exam entry procedures, including registration, candidate management and fee payment processes.

The successful candidate will be familiar with examination procedures and regulations. This is an excellent opportunity for an individual who is passionate about education and possesses a meticulous attention to detail.

Watling Academy was judged as ‘Outstanding’ by OFSTED in May 2023 and is a purpose-built 11-18 secondary school in its fourth year of operation, located within the Whitehouse development on the western expansion area of Milton Keynes. The Academy will have 1800 students when at full capacity. Watling Academy is part of the Denbigh Alliance MAT.

The Denbigh Alliance has a track record of delivering academic success in subjects which offer students a real currency to progress into higher education or employment. We consistently outperform the Milton Keynes and national averages in terms of the results our students achieve. This academic success is built on the supportive, well-disciplined and dynamic learning environment we provide, which enables our students to focus on their studies. We believe that for a School to succeed there needs to be a genuine spirit of partnership between students, the School and parents.

We are a Maths Hub, Computing Hub and SCITT and amongst the best in the country in terms of raising standards, both within our Trust and in the schools that we support.

If you would like to join our team then please visit our website, www.watling.academy for more information and to download an application form. Application forms should be emailed to hr@thedenbighalliance.org.uk

Application forms only will be accepted - please do not send CVs.

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: hr@thedenbighalliance.org.uk

Headteacher: Mr I Bacon

Closing date for applications: Monday 3rd June, 9am

JOB DESCRIPTION

| Role Title | Department | Reports to |
|---------------|--------------|-------------|
| Exams Officer | Examinations | Headteacher |

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 bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

DIMENSIONS

| Direct Reports | Budget Responsibility |
|-------------------|-----------------------|
| Exam Invigilators | None |

PRINCIPAL ACCOUNTABILITIES

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)

- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-Exams

- Recruit, train, update and manage a team of invigilators

- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

Exam Time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines

- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- 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
- Be flexible around working times during periods of examinations and public examination results to facilitate a smooth and effective service for students and staff

PERSON SPECIFICATION

| | |
|-----------------------------------|--|
| Qualifications/Education/Training | <ul style="list-style-type: none"> • Minimum A* - C grades in GCSE Maths & English (or equivalent) • Exam Officer/Invigilator/JCQ training would be an advantage |
| Knowledge/Experience | <ul style="list-style-type: none"> • Understanding of JCQ and awarding body regulations, guidelines, and instructions, with a commitment to staying updated on developments and changes. • Knowledge of examination logistics, including rooming, seating, and resourcing • Knowledge of examination access arrangements and reasonable adjustments for candidates with special educational needs, gained through practical experience or relevant training. • Experience in resolving examination-related issues and irregularities, including assisting in managing emergency access arrangements and reporting cases of malpractice |
| Technical/Business Skills/Ability | <ul style="list-style-type: none"> • Proficiency in using IT systems for examinations administration. • Organisational skills with the ability to assist in managing multiple tasks and deadlines effectively. • Communication skills, both verbal and written, for effectively assisting in briefing stakeholders, communicating deadlines, and providing support on examination regulations. • Ability to assist in analyzing and interpreting examination data, including candidate registration, entry verification, and results processing, with attention to detail and accuracy. |

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| Particular Aptitude/Personal Skills Required | <ul style="list-style-type: none"> • Integrity and discretion in handling confidential examination materials and sensitive information • Collaborative attitude and ability to work effectively as part of a team, supporting colleagues and contributing to a positive working environment. • Flexibility and adaptability to respond to changing examination requirements, regulations, and deadlines. • Resilience and composure under pressure, with the ability to remain calm and focused during busy examination periods and when dealing with unexpected challenges. |
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Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: