



**Job Title: Exams Officer**

Grade D Term time only (40 weeks)

37 hours per week (aggregated).

Monday to Thursday 8am - 4pm and Friday 8am – 2:30pm during non-exam periods.

7.30am - 4pm during exam periods (8 weeks in May, June and July and 4 weeks in February and November).

**Role:** To oversee all aspects of examinations management throughout the school year.

**Line Manager:** Deputy Headteacher

**Accountabilities of the role**

**Preparation for Exams**

- Prepare the SIMS Exams module for the forthcoming year of exams, reflecting as accurately as possible the exams to be taken and the numbers taking them.
- Submit statements of intention to enter candidates and provide forecast numbers to Examination Boards.
- Liaise with Managers of Teams on entries to external Examination Boards at GCSE and above and make the required entries by the deadlines set
- Register students on BTEC and other vocational courses and make subsequent entries.
- Liaise with SIMS Manager where appropriate to ensure all students are allocated Unique Candidate Numbers and Unique Personal Numbers and these are entered onto SIMS accurately.
- Liaise with teachers to produce predicted grades for all students and to disseminate such information to Examination Boards, students and parents, maintaining accuracy and confidentiality.
- Co-ordinate with teachers to submit coursework to external Examination Boards where requested.
- Co-ordinate with teachers to provide internally assessed marksheet data to the Examination Boards.
- Receive and securely store external examination papers, checking all required papers are received.

- Liaise with the Special Needs Coordinator to ascertain special requirements for students, and make applications for Special Arrangements for students meeting the Examination Board criteria.
- Submit applications for Special Consideration for students meeting the Examination Board criteria.
- Manage and administer the recruitment, induction and ongoing training of all Exam Invigilators.
- Ordering of materials for examinations and coordinating the arranging of rooms/furniture for each examination.

### **Timetabling & Invigilation**

- Plan the timetable for internal examinations
- Prepare external exam timetables based on Examination Board Calendars
- Liaise with teachers on length of papers and numbers of students sitting internal exams
- Issue examination timetables for teachers and students
- Prepare seating plans for all examinations
- Ensure adequate invigilation for all exams
- Liaise with site manager about rooms and layout requirements, ensuring full understanding of Examination Board requirements
- Ensure all rooms are set up prior to the examinations starting
- Provide briefing papers and training to staff on invigilation to maintain a high level of professional awareness during invigilation
- Ensure adequate invigilation for all exams, appointing, training and deploying external invigilators where required and to meet national requirements.
- Rota teaching and support staff to invigilate overseeing implementation to ensure smooth running, making adjustments when staff are absent eg. through illness
- Resolve any clashes of exams for pupils, minimising the opportunities for students to exchange information on the contents of exams
- Coordinate paperwork and payment of invigilators
- Maintain records of examinations and respond to any queries raised
- Report definite and suspected breaches of exam regulations to a SLT member and carry out follow-up procedures
- Be responsible for the collection and posting of examinations scripts to the external Examination Boards, ensuring records are kept of their postage and despatch deadlines are met

### **Exams and results and reports**

NB Attendance during results week (August) will be a requirement of this post.

Flexibility of the working day during exam periods throughout the year is essential.

- Report definite and suspected breaches of exam regulations to the head teacher and line manager (where appropriate) for follow up.

- Be responsible for the collection and posting of examinations scripts to the external examinations boards, ensuring records are kept of their postage and deadlines are met.
- Oversee downloading, analysis and distribution of exam results, checking for accuracy.
- Be present on results day (and week) to assist staff in efficiently handing out results and to deal sympathetically with any queries or complaints from pupils and parents.
- Contact students and parents to retrieve fees for students who did not attend their exams, in line with the school policy.
- Make arrangements for the remarking of exam papers where required and appropriate; and the re-sit of exams where students have failed and wish to re-take the exam.
- Check accuracy of certificates before communicating them to the Governing Body and Local Press.
- Produce an exam booklet.

### **Administration**

- Assist with all clerical/administrative tasks (including reception duties) performed by the support staff, as directed by the Manager.

### Corporate and statutory initiatives- equalities/health and safety/ e- government/ Sustainability

- Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance
- Identify and offer to team members all suitable training and development opportunities in these areas

*The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.*