



St. Mary's College
Crosby

Job Title: **EXAMINATION OFFICER, DATA AND POLICIES MANAGER**

Department: Academic and Administrative Support

Responsible to: Vice Principal

JOB PURPOSE

- To effectively lead and manage all aspects of examinations (internal and external), pupil performance data, data protection and co-ordination of school policies to ensure that the process is efficient and timely, meets statutory responsibilities and provides maximum opportunities for student achievement.
- To manage the development and co-ordination of efficient procedures relating to all aspects of both internal tests and external examinations, adhering to the JCQ rules.
- To recruit, train and manage a team of invigilators.
- To prepare performance data for use in improving pupil progress, including liaison with external providers such as CEM(University of Durham) and Government agencies
- To be the Data protection Officer as part of overseeing compliance with all policies
- To support the Vice Principal in specific areas of academic management of the College e.g. exam cover administration, daily cover etc.

MAIN DUTIES

Administration

- A1. Produce the annual examinations plan including deadline dates and distribute to staff in order to determine issues related to invigilation study leave and general centre planning.
- A2. Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates. Overseeing the checking and distribution of certificates.
- A3. Collate examination results, as soon as practicable, for analysis.
- A4. Providing statistics on examination entries and results for the principal, senior management team, governors, HMC/ISC, CEM (Durham), DfE, etc. Checking DfE and other examination statistics in a timely manner.
- A5. Collate examination entry information, benchmark data (CEM Durham or equivalent) and despatch to awarding bodies/ providers.
- A6. Produce pre-examination protocol communications for pupils and staff. Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- A7. Responsible for the reporting of all malpractice incidents and the completion of written reports where necessary.
- A8. Preparing, through SchoolBase, schedules of costs to be invoiced in advance to parents for all re-marks and re-sits.
- A9. Issue pupils with entry slips and make any necessary corrections.
- A10. Prepare and issue Value added analyses for distribution, as required

Organisation

- O1. Manage the examination year including timetabling submission of all entries, applications for Special Consideration together with the collation and analysis of results for both internal and external publication.
- O2. Liaise with senior staff to organise all required examination rooms and with all relevant staff, e.g. heads of department, regarding entries.
- O3. Collecting and despatching worked scripts in accordance with the regulations.
- O4. Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- O5. Submitting entries for external examinations to awarding bodies in advance of deadlines and disseminate information from awarding bodies to relevant staff including keeping them fully updated on all dates, changes in examination procedures etc.
- O6. Managing the daily running of external and internal examinations. To include the timely start and finish of all examinations (being alert to any staggered timings) and ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with additional needs are in place.
- O7. Receive the results from the awarding bodies and maintain all examination related data in computerised and/or manual tracking systems.
- O8. Ensure the timely distribution of all results to pupils, dealing with queries, where appropriate, from pupils, staff and parents.
- O9. Ensure all necessary certification is dealt with in the timescales set by the examination boards and implemented by the centre.
- O10. Deal with awarding body inspector questions during visits to examination rooms.
- O11. Responsible, in liaison with the Vice Principal and Learning Needs Co-ordinator, for organising provision, (including applying to awarding bodies for special arrangements for such candidates), for the arrangements of examinations for pupils with access needs. To include the deployment of all invigilators for both external and internal examinations.
- O12. Responsible for the handling of any malpractice in the examination room.
- O13. Assist with pupil first aid/welfare duties as required.
- O14. Making examination arrangements for external candidates as required and arranging external examinations for non-curriculum subjects.
- O15. Be the point of contact with CEM (Durham) in order to organise Value-added data and feedback in the most effective way for use by staff to evaluate performance and inform planning
- O16. administer school policies and procedures, ensuring that each nominated policy holder is reminded when a policy review is due and further reminded until the review is complete
- O17. Liaise with the College solicitors/ legal advisors to ensure that each policy review has been endorsed (in a timely manner) as being compliant with current legislation

Resources

- R1. Responsible for the security of all examination papers and materials in accordance with Joint Council for Qualifications (JCQ) rules.
- R2. Create, develop and publicise examination procedures for staff.
- R3. Prepare and undertake training for all invigilators.
- R4. Keep up-to-date with examination requirements, including the use of computer systems, such as SchoolBase, that meet the needs of the public examination system and internal examinations as well as collation and processing of data.
- R5. Prepare and check pupil examination fees and all charges from each examination board.

Support for the School

- S1. Be aware of, comply with school policies and procedures, including child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- S2. Contribute to the school ethos, aims and development/improvement plan.
- S3. Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- S4. Work as part of a team, appreciating and supporting the role of other people in the team.
- S5. Attend and participate in meetings as required; participate in training activities as required.
- S6. To carry out other administrative and supportive responsibilities as reasonably required by the Vice Principal.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

The College has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.