

Job Description

Job Title: Assistant Examinations Officer

Location: The Leys School

Responsible to: Deputy Head Academic, via the Examinations Officer

Primary responsibility:

The primary role of the Assistant Examinations Officer is to run the internal exams for Years 7, 8, 9 and Lower Sixth year groups and assist with the Years 10, 11 and Upper Sixth internal exams.

Responsibilities include:

In preparation for the exams:

Work with the Exams Officer and the Learning Support department to create an exam timetable for all internal exams

Work with the facilities team to book exam venues and ensure they are set up correctly

Ensure room changes are identified and notify pupils and staff when classrooms are used for exams

- Work with the Learning Support department to ensure access arrangements are all in place, enough laptops supplied and IT are informed well in advance of requirements

Work with the HR department and the Exams Officer to arrange suitable invigilation of exams including ensuring

- Timetable suitable invigilation cover
- Brief invigilators prior to exams
- Ensure invigilators turn up to the day and follow up absences where necessary

On the day of exams ensure

- Clear instructions to invigilators are printed and set out in exam rooms
- Exam regulations are clearly set out and adhered to
- A seating plan/room allocation is provided for each exam, cards are set out correctly and notices displayed prominently inside and outside exam venues
- A system is in place for the printing of exam scripts by laptop users and the distribution of scripts to markers
- Provide support in the day to day running of exam sessions, invigilating if required

Support Heads of Department with coursework/internal assessment as required by exam boards

A number of exams require the submission of coursework and/or work completed by pupils in school. The Assistant Exams Officer will work with the appropriate Heads of Department to ensure exam regulations are met, paperwork is completed in a timely fashion and exam access arrangements have been met (where appropriate).

Where necessary the assistant Exams officer will provide invigilation cover for the internal assessments that need such support.

The Assistant Exams Officer will also be trained so they can deputise for the Examinations Officer in their absence or assist where necessary

Training will cover various aspects of the role but ensure that the assistant is able to:

Ensure that:

- candidates are entered with awarding bodies for external exams/assessments by the entry deadline
- Invigilators are trained or updated on changes to instructions for conducting exams
- exams are timetabled, rooms are booked and invigilation schedules are prepared
- Internal assessment marks and samples of candidates' work is submitted to awarding bodies/moderators
- examination papers are received, checked and stored safely and securely
- all examination regulations are in place and enforced and that the venues are correctly set up, including correct notices etc
- all access arrangements are in place
- examination scripts are delivered to the correct venue on time
- they are on call during all exams to deal with any problems (noise, requests to leave the examination room, incidents of malpractice)
- any problems are clearly and swiftly logged and reported to the Examinations Board
- exam scripts have been checked and dispatched as required
- co-operates with the JCQ Inspection Service when subject to an inspection
- examination results are distributed to candidates and any post-results services are facilitated

Inevitably this role has periods of intense work where long hours on a particular day are necessary to ensure that the end of an exam is covered. However, there are times where the work commitment is significant less. This diagram gives some sense of overview of how the exam year works:

Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
				Year 11 Mocks		U6 Mocks	Year 10 exams	Year 7 and 8 exams, coursework, public exams	Year 9 & L6 exams, public exams		
				High level		Mid level	Mid level	High level	High level		

Estimated hours per year: 350

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role. Job Descriptions are regularly reviewed to ensure they are an accurate representation of the role.