**Examinations Officer**

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 manage significant elements of internal examinations within the

centre, specifically the planning, including writing timetables and

preparing seating plans in collaboration with the Asst

Examinations Officer and day-to-day management of internal

school exams.

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 exam 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.

Support 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.

To communicate with the Senior Leadership Group, Subject

Leaders, teaching staff, parents, students and examination

boards.

To report faults with the Exams IT equipment to the relevant

department.

**Specific Responsibilities**

Lead and manage the entire examination process.

**Planning**

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.)

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.

Manage 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.

Managing conflicts of interest within the centre, including informing

the awarding bodies when necessary.

**Pre-exams**

Manage the arrangements for the timetabling, rooming, seating,

and resourcing of examinations in accordance with the regulations.

Arrange the invigilation rota for public and school exams, including

liaising with the invigilation team to find availability, deciding on how

much invigilation is required and deciding on working days and

hours of the team.