



## Job Description Examinations Manager

**Line Manager:** Deputy Principal

**Start Date:** 4 January 2021

**Contract Type:** Permanent

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### Role specific responsibilities:

- 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 exam 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 be responsible for managing the effective and efficient administration of A2 mock exams and A1 Progress Assessments
- 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

### Main duties and responsibilities

#### Before examinations

##### 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, for both external exams and A2 mock exams and A1 Progress Assessments
- 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 inform of any changes to centre status
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Supports the Head of Centre in managing *Conflicts of Interest* by informing the awarding bodies to timescale 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 as required by the regulations and accurately reflecting working practices in the centre
- Support the Additional Learning Support Manager in implementing examination access arrangements or 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 and 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 or 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 or assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the finance department 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 Additional Learning Support Manager 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

## **During examinations**

### 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 recruit, train and deploy 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

## **After examinations**

### 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
- Work with the Examinations team to plan, administer and review exams effectively
- Work with College staff on imparting exam arrangements and conduct assemblies with students to talk through the exams process
- 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

### **General duties and responsibilities**

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to equality and diversity.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior post holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role***

### **Special features of the post**

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

### **Equality and Diversity Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

### **Prevent Statement**

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Simon Lett**  
**Principal**

October 2020

## Examinations Manager

### Further Particulars

**Salary:**

The salary for this post will be within the range 20 - 27 of the pay spine for Support Staff, which is currently £29,885.00 - £35,921.00 per annum. The starting salary within the scale will depend on the individual's current salary, qualifications and experience.

**Conditions of Appointment:**

Appointment is to a permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

**Hours of Work:**

37 hours per week, Monday to Thursday, 8.30 am to 4.30 pm and Friday 8.30 am to 4.00 pm.

Due to the demands of the role, there will be times during the academic year when a significant amount of overtime will be required. Additional hours worked will be taken as TOIL during quieter periods.

**Holiday Entitlement:**

25 days per annum, plus 10.5 public holidays, increasing to 30 days per annum, plus 10.5 public holidays after five years service.

**Pension:**

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

**Annual Review:**

You will be required to participate in the College's annual review scheme.

**Sickness, Maternity/Paternity, Disciplinary and Grievance:**

The Corporation's policies will apply. Details are available on the College website and from Human Resources.

**College Security:**

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

**Safer Recruitment:**

We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Proof of identity

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Qualifications
- Fitness for work

**Closing Date:**

The closing date for applications is noon on Friday 30 October 2020.

Applicants for this post are asked to complete and submit:

- A supporting letter of application indicating how you meet the criteria within the person specification;
- Greenhead College application form;
- Equality and Diversity form;
- Criminal Convictions form.

Please send the completed details, as soon as possible, to:

Jessica Norcliffe, Human Resources Manager, Greenhead College, Greenhead Road, Huddersfield, HD1 4ES, or if you prefer you can send electronically, as an email attachment, to [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk).

The College is committed to Equality and Diversity and welcomes applications from all sections of the community.

**PERSON SPECIFICATION: Examinations Manager**

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
EXPERIENCE	<div>Working in an administration environment</div> <div>Working in a school/college environment</div> <div>Managing the examination process within an educational setting</div> <div>Managing own workload</div> <div>Advising senior leadership teams</div> <div>Advising staff and students of exams arrangements in meetings and/or assemblies</div> <div>Managing staff</div> <div>Using a management information system (MIS) within an educational setting or equivalent</div> <div>Working with databases and managing data input</div> <div>Complying with the requirements of regulatory bodies</div>	<div>Managing the examination process for A Levels</div>	<div>Application</div> <div>Interview</div> <div>References</div>

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<p>Manage and maintain the integrity and confidentiality of the exams system</p> <p>Communicate in a positive way, calmly, clearly and concisely both orally and in writing</p> <p>Proficient in the use of a range of IT software packages</p> <p>Experience of data analysis</p> <p>Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines</p> <p>Work with a high degree of accuracy</p> <p>Work flexibly (duties and working hours)</p> <p>Work well both as part of a team and independently, demonstrating initiative</p> <p>Follow relevant policies, procedures and regulation to complete work</p> <p>Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)</p> <p>Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent</p> <p>Aware of current developments in the school/college curriculum and examination systems</p> <p>Aware of qualifications contributing to performance tables (school and/or college performance measures)</p> <p>Undertake relevant training and development opportunities</p> <p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to equality and diversity and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		<p>Application</p> <p>Interview</p> <p>References</p>
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