

## Job Description

**Job Title:** Exams and Assessment Officer

**Reporting to:** SLT link for Deep Experience and Senior Data & Exams Manager

**Grade:** 7

### **Overall purpose of the post:**

To ensure the accurate management and running of all examinations.

Maintain accurate pupil tracking of key assessment data, thereby, assisting SLT and Curriculum Leaders in raising standards within teaching and learning.

To provide administration and data support to staff and students within the academy.

To provide Business Services with data and administration support.

### **Main Duties and Responsibilities:**

#### **Examination Management**

- Management of the MIS examinations system including downloading of examination components for entries onto the MIS examination system.
- Responsible for entries and liaison with Subject Leaders.
- Liaison with all examination boards.
- Distribution of examination entries for amendment and checking by Subject Leaders/SLT and Curriculum Directors
- Distribution of pupil examination timetables, and validated forms.
- Distribution of letters to pupils, parents and examination boards on relevant examination issues.
- Responsible for the management and communication of private candidate entries/examinations.
- Liaising with the SEND Department regarding applications for access arrangements required for candidates.
- Organisation and management of the invigilation timetabling and training of external invigilators.
- Responsible for the accurate starting and finishing of examinations.
- Responsibility for the overall operational management of the examination process, including the supervision and quality checking of invigilators during examinations.
- Accurate management of controlled assessment marks – Ensuring deadlines are met to provide marks to the boards and moderators in all applicable subject areas.
- Responsible for supporting the BTEC Quality Nominee and informing IVs of new changes and deadlines.
- Management of the accurate ordering of examination/question papers.

- Responsible for dispatching the completed scripts to markers accompanied by accurate attendance sheets.
- Management of predicted grades – ensuring these are delivered on time to the examination boards.
- Responsible for ensuring the safety and security of the examinations room and safe.
- Ensure the timely receipt and delivery of mark sheets and controlled assessments for examiners.
- Responsible for the receipt and communication of examination results from the computerised timetable package.
- Responsible for the collation and distribution of result slips to students.

### **Data / Assessment / Pupil Tracking**

- Produce accurate data as part of raising student progress and achievement.
- Use of 'Praising Stars' (OGAT assessment tracking system) – supporting all staff in the correct and timely usage of the system.
- Coordination and completion of the census returns.
- Statistical analysis and review of all assessment data and trends for departmental managers and SLT including attainment data and how this compares to predicted attainment.
- Update and maintain accurate student paper and electronic records, including starters and leavers.
- In conjunction with the Assistant Principal (Deep Experience) update student timetables into the MIS system as required during the academic year.
- Complete performance tables checking exercises.
- Produce relevant reports/data relating to targets, attainment, progress, attendance and academic monitoring for the academy.
- Assist the SLT and Learning Managers in identifying under achieving students who may not achieve 5 A\*-C or Progress 8 targets during each assessment cycle.
- Support with cover arrangements in emergencies
- Provide all parents with pupil assessment data.
- Management and allocation of electronic data interchange.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.