

# Job Description

**Job Title:** Exams & Assessment Officer

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

**Grade:** H23 – 25 £19,430 to £20,661 per annum

**Accountable for:** The accurate examination and assessment management within the Academy both Internal and External.

## 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 Special Needs 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 IV's 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
- Provide all parents with pupil assessment data
- Management and allocation of electronic data interchange
- Compliance of all Academies Policies, Protocols and Procedures at all times.
- 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.
- Undertake any other reasonable duty (with competence and experience) as required in accordance with the needs and challenges of the Academy.

This job description may be subject to change, depending on the requirements of the Academy.

## **Special Features**

- 37 hours Monday to Friday
- You will be required to attend all relevant download days, results days and the following week for the administration of script access and remarks
- Normal base is Bishopsgarth; you will be required to attend OGAT meetings as requested at other Academy locations.

## **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.