Job Description & Key Responsibilities

Examinations Officer

We are seeking a meticulous, calm, and highly organised Examinations Officer to lead the seamless planning, administration, and compliance of all internal and external examinations across the school. The key duties and responsibilities of the post are outlined below:

General Duties & Compliance

- Manage the effective and efficient administration of external examinations and assessments in accordance with the current Joint Council for Qualifications (JCQ) regulations (including General Regulations for Approved Centres and Instructions for Conducting Examinations) and awarding body rules.
- Support the Head of Centre and Senior Leadership Team in ensuring the school is compliant with JCQ regulations, including maintaining up-to-date written examinations policies, a Joint Contingency Plan, and completing the annual National Centre Number Register (NCNR) declaration.
- Act on behalf of, and be the main point of contact for, the school in matters relating to the general administration of awarding body examinations and assessments, including assisting with JCQ Centre Inspection Service visits and action letters.
- Liaise with a range of internal and external stakeholders, including pupils, parents/carers, teachers, the SENCo, and awarding organisations.
- Take a proactive approach to preventing malpractice and maladministration (including the misuse of Artificial Intelligence in assessments) among candidates and staff. Support the Head of Centre in investigating and reporting any suspected or actual malpractice to the relevant awarding bodies.
- Maintain and enforce strict cyber security protocols for exam systems, secure accounts, and candidate data, including ensuring a record of completed cyber security training is held on file for inspection.
- Manage the recruitment, training, and deployment of the invigilation team, ensuring all training records are maintained for inspection.
- Promote and implement the school's Equality & Diversity Policy at all times.

Organisation & Exam Operations

- Manage the arrangements for the timetable, seating, resourcing, and invigilation of examinations in accordance with JCQ regulations, including managing timetable clashes and overnight supervision where required.
- Work closely with the SENCo to process online applications for Access Arrangements and Reasonable Adjustments, manage emergency access arrangements, and organise appropriate rooms, specialist equipment, and support personnel (e.g., readers, scribes, word processors).
- Ensure all exam accommodation—including any approved alternative sites—is prepared in accordance with regulations, with mandatory JCQ warning posters prominently displayed outside each room.
- Manage the receipt, logging, checking, and secure storage of confidential examination materials (both hard copy and secure electronic files/listening materials) from the point of delivery in accordance with the two-person check and secure storage rules.
- Manage examination days in accordance with awarding body regulations, including handling unexpected irregularities, emergencies, and very late arrivals.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking, ensuring they are packaged according to awarding body instructions and tracked via the yellow label service with proof of postage retained.
- Coordinate the administration and external moderation/submission requirements for Non-Examination Assessments (NEA) and coursework alongside curriculum leaders.
- Prepare and plan for the examination season and retain contact with the governing board.

Administration & Results Management

- Undertake accurate and efficient administrative tasks to ensure effective planning and preparation of internal (mock) and external examinations.
- Manage the examination entry process, gathering information from teaching staff to register and enter candidates accurately and before published deadlines.
- Effectively use internal Management Information Systems (MIS) and external awarding body secure portals to submit and manage registration, entry, and assessment data.
- Process applications for Special Consideration where eligible candidates experience temporary illness, injury, or indisposition at the time of assessment.
- Create compliant seating plans for each examination and verify the identity of all candidates (including private or transferred candidates) entered for examinations and assessments.
- Produce and distribute individual candidate exam timetables.
- Maintain the confidentiality and security of candidates' responses and scripts at all times.
- Manage examination results days, including accessing and downloading confidential results from awarding bodies' secure sites, preparing candidate statements of results, and administering post-results services (reviews of marking, access to scripts, and appeals).
- Manage the receipt, checking, secure storage, and distribution of examination certificates, adhering to JCQ rules regarding unclaimed certificates.

Communication & Finance Liaison

- Distribute mandatory JCQ Information for Candidates documents (written examinations, on-screen tests, NEA/coursework, social media, and AI use) to all candidates prior to assessments taking place.
- Provide clear advice and guidance to staff, pupils, and parents/carers regarding examination procedures and regulations.
- Ensure candidates and relevant internal stakeholders are aware of processes, key dates, and deadlines in relation to entries, issuing results, and post-results services.
- Ensure at least one senior designated contact is nominated and available outside of term time during the summer holidays to resolve urgent results-related queries with awarding bodies.
- Collect and coordinate all correspondence from examination boards, establishing effective consultation procedures and taking appropriate action where necessary.
- Liaise with the school finance officer to ensure examination fees, late entry fees, and post-results service charges are paid on time.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced DBS check.