

JOB DESCRIPTION

Job title:	Exams Officer	AAT Grade G:	Points 18 - 23
Reports to:	Data Manager/SLT		

Main job purpose

To provide 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. It is expected that the post holder will be available to work during the summer holidays, particularly in August, in order to process examination results when they come in.

Main responsibilities and duties

Purpose of the job:

- To manage the effective and efficient administration of internal examinations conducted under external examination conditions.
- 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 provide 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, to support the Principal and 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 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).
- Manage own time effectively to ensure that 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.
- Co-operate with the JCQ Centre Inspection Service, an awarding body or another regulatory authority when subject to an inspection, an investigation or an unannounced visit.
- Ensure 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 SLT in managing *Conflicts of Interest* by informing the awarding bodies to strict timescales and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- To annually contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting the working practices within the school.

- Support the Director of Inclusion/SEND 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 staff 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 school 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 Finance to ensure that 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 staff to ensure final entries/registrations that have been awarded to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time to enable awarding bodies' to deliver accurate results to the centre.

Pre-exams:

- Recruit, train and manage a team of Invigilators.
- Arrange the timetabling, rooming, seating, resourcing and invigilation of examinations, including internal mock examinations for KS4 and KS5 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/times of their examinations/assessments in accordance with the regulation.
- 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 staff 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 Director of Inclusion in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc).
- Effectively ensure arrangements for the secure storage and dispatch of examination scripts for marking.
- Liaising with the site team for exam set up arrangements
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During examinations:

- Effectively ensure the conduct of examinations in accordance with JCQ regulations and/or awarding bodies.
- 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 to conduct timetables exams.
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Investigate and report 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 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:

- Ensure candidates and relevant staff 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 the 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 staff 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.

- Administer the receipt, distribution and retention of examination certificates according to the regulations.

Other:

- Deal with issues relating to appeals, remarking and other administrative issues such as students who miss examinations through illness or who require special consideration.
- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.

- **Supervision and Management of People**

- The post holder will be responsible for the direct line management of all the school's Casual Invigilators. The post holder may also be required to provide some on-the-job training for new recruits.

- **Contacts and Relationships**

- Maintain regular contact with your line manager/SLT Link. Assist in providing information for the making of reports to the Trust.
- The post holder will have contact with other staff members, students and parents when reporting on issues related to Exams.
- Liaising with casual Invigilators when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Other:

- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher/school when necessary.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.
- Supervision and allocation of staff training for the Invigilators.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise own workload.

Working Environment

- Working throughout the site on more than one floor.
- Exams office, suitable and accessible for all students and staff, if needed, in the main central Hub of the school.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

Job description prepared by:	HR/SLT
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Date:	November 2025
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This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.