

Examinations Assistant job description

Job Summary

Assisting the Examinations Officer in maintaining the security and integrity of the assessment process, ensuring the smooth running of both internal and external examinations. This person will provide administrative and practical support to the Exams Officer/Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements. This person must be flexible to accommodate increased working hours during peak exam periods.

In the absence of the Exams Officer, this person may be required to act on behalf of the centre in matters relating to the general administration of awarding body examinations and assessments.

Main duties and responsibilities

- Have a working knowledge of regulations and requirements of all examinations held by the school, both internal and external
- Manage own time effectively to ensure allocated tasks are undertaken and external key dates and deadlines are met (achieved by working to an annual exams plan)
- As a keyholder, assist in the safe and secure receipt, checking and storing of examination papers and materials
- Work with the Exams Officer in the process of registering or entering candidates for an examination or assessment, keeping records and ensuring information is communicated to all necessary staff
- Support the EO & SENCo in the arrangements for the timetabling, online applications, rooming, (with appropriate access arrangements for eligible candidates) resourcing and invigilation of examinations

Exam Management

- Help support the logistics for examination sessions, including timetabling, invigilation allocation, rooming and resources
- Act as liaison with invigilation team during whole exam process, and on day of exam, supporting the EO to ensure smooth running of exams
- Support the with the process of marking registers, packaging and dispatch of examination scripts for marking.
- Work with EO, HoD's, teaching staff and student support to allow effective and timely management of all aspects of internal examinations
- Collate and distribute individual timetables for pupils, helping with queries from students, teachers and examination boards
- Provision of day to day management of exam room equipment, invigilation exam paperwork and supply of relevant information to ensure all rooms are run effectively without prejudice to any candidate

Results and Data Management

- Assist with the administration of grades/marks and other data requirements to meet key deadlines
- Support & assist in the download and management of data for results on results days in August
- Assist in the applications for special considerations, logging the incidences and ensuring supporting documentation is available
- Help in the record keeping related to results, post results services and other exam related administrative tasks.
- Assist in the management and administer the receipt of examination certificates according to the regulations