



## **THE ROYAL SCHOOL, ARMAGH**

### **Examinations Officer**

#### **JOB DESCRIPTION**

#### **MAIN DUTIES AND RESPONSIBILITIES:**

##### **General Information:**

The Royal School offers high-quality academic learning and achievement to GCSE and Advanced Level with an emphasis on the development of sound character, and the provision of high quality extra and co-curricular opportunities. The School has an expectation of high academic achievement, the pursuit of sporting and cultural excellence and concern for the pupil as a whole person, with all pupils having the opportunity to reach their full potential and develop into good global citizens. There is a strong emphasis on good pastoral care and a belief that pupils should be known and cared for as individuals.

##### **Role overview:**

Responsible for managing the complete examinations process across all relevant key stages including external examinations and adhering to national regulations laid down by the examining bodies and the Joint Council for Qualifications (JCQ). Enabling young people to succeed and obtain meaningful qualifications is central to the School's mission. The role of Examinations Officer is key in the organisation and development of the school and plays a crucial role in ensuring that pupils, parents and staff receive all the support and information needed. The examinations process is complex and demanding and the Examinations Officer will work closely with the Headmaster, Senior Leadership Team, teachers, parents, pupils and Awarding Bodies and will be expected to assume a considerable degree of individual responsibility and should be capable of sound decision making. The work involves working accurately to demanding schedules and deadlines. Advanced organisational skills and a calm demeanour are essential. The Examinations Officer will be expected to have a high level of interpersonal skills and must be able to deal with a wide variety of situations and people in a sensitive, efficient and professional manner.

##### **Duties of the Internal Examinations Officer:**

Examinations are key to promoting whole school improvement and encouraging a culture of learning, improvement and achievement in the school community.

The Examinations Officer (E.O.) is responsible to the Board of Governors through the Vice-Principal (Curriculum) and the Headmaster (Head of Centre) for all aspects of the organisation of external examinations. The Examinations Officer should have a proven record of good organisational skills, a clear vision of how the area should develop, a commitment to keep abreast of developments and an ability to work collaboratively with others.

The Examinations Officer will become responsible for the administration of arrangements for the entrance assessment, currently provided by the Schools Entrance Assessment Group (SEAG) in conjunction with the bursar who will oversee the Year 8 admissions process. SEAG should be read throughout this document as an Awarding Body.

## Salary

These are in broad terms, the terms and conditions of service, which are set down for all employees covered by the National Joint Council for Professional, Clerical, Administrative and Technical staff. Remuneration is in accordance with the salary scale of the National Joint Council for Local Authorities Services (Administration, Professional, Technical and Clerical Workers).

This post has been graded as a Senior Executive Officer with a range of: Points NJC 23 – 26 Hourly Rate £18.3437 - £19.86 based on working an average work of 10 hours per week. Equivalent to an annual salary range of £34,434 to £37,280 to be paid in 12 equal monthly instalments.

The precise duties of the post will be reviewed on an annual basis; however, the main areas of responsibility and tasks are outlined below:

To ensure that all regulations and processes in connection with examinations are strictly in accordance with the requirements of the Joint Council for Qualifications (JCQ) and the Awarding Bodies and to keep up to date with the current procedures, and regulations laid down by all examination bodies and JCQ and ensure that examination related school policies are kept up to date.

To liaise with the various Awarding Bodies in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results.

To liaise with pupils regarding the accuracy of information provided to Awarding Bodies for examination entries, ensuring that pupils are aware of the requirements of the various Awarding Bodies regarding their conduct whilst sitting examinations and to implement disciplinary procedures where appropriate.

To ensure that course work is submitted to the various Awarding Bodies within the timescales set, and that accurate records are kept, liaising as necessary with SLT and teaching staff.

To ensure that appropriate arrangements are made for invigilation training and recruitment of invigilators.

To provide and confirm detailed data on all public examination entries

To ensure that appropriate space is made available for public examinations, liaising with the Facilities staff to ensure an adequate number of desks etc. To liaise with the appropriate Vice-Principal to organise the availability of examination venues. To organise seating arrangements in accordance with the requirements of the various Awarding Bodies.

To manage examination timetables, including rooming and invigilation on a daily basis during the examination period.

- i. Work collaboratively with SLT to develop the external examinations process and policies, advise the Headmaster, Vice-Principal (Curriculum), Heads of Departments and other relevant staff on annual examination timetables and procedures as set by the various Awarding Bodies;
- ii. Oversee the production and distribution to staff and candidates of the annual calendar for all examinations in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events;
- iii. Provide information to the Senior Leadership Team and appropriate staff on the use of venues during the examination period.
- iv. Ensure candidates and their parents are informed of those aspects of the examination timetable that will affect them, particularly regulations regarding appropriate examination practice;

- v. Provide timely and effective communication to ensure that staff and pupils are aware of examination timetables and deadlines for examination entry and submission of course work;
- vi. Support teaching staff to ensure that necessary centre assessed material is completed on time and in accordance with JCQ guidelines;
- vii. Provide and confirm data on estimated entries and co-ordinate the preparation of final entries to the examining bodies in a timely manner, liaising with heads of department as necessary;
- viii. Lead the team of invigilators, liaising regularly with the lead invigilator;
- ix. Ensure examination papers are ordered from each Awarding Body and receive, check and store securely all examination papers, completed scripts and coursework samples;
- x. Check and store securely all examination papers and completed scripts in line with JCQ regulations and ensure completed scripts are dispatched promptly and appropriately;
- xi. Liaise with Royal Mail/couriers and Awarding Bodies for the collection or despatch of examination papers, coursework samples, examination results and other correspondence;
- xii. Submit in a timely manner candidates' coursework marks, track despatches and store returned coursework and any other material required by the appropriate Awarding Body.
- xiii. Liaise with appropriate staff to ensure provision for pupils who require access or special examination arrangements on or off the school site;
- xiv. Identify and manage examination timetable clashes;
- xv. Arrange dissemination of examination results and certificates to candidates and forward, in consultation with the Headmaster and/or Vice Principal. Under the direction of the Vice Principal, make available reports for internal analysis and summary statistics for external and internal publication;
- xvi. Work closely and collaboratively with the Assistant Examinations Officer providing them with such information as they require in their role;
- xvii. Ensure all enquiries, requests for results information, appeals, remarks, special consideration, students who miss examinations through illness etc. are monitored and overseen and that the results database is updated appropriately;
- xviii. Make available statistical and other examination related data as required;
- xix. In exceptional circumstances deputise for the Internal Examinations Officer;
- xx. Receive and check examination results; arrange for dissemination of examination results and certificates to pupils and forward, any appeals/re-mark requests.
- xxi. Be in school from the day before the publication of the first examination results and as necessary throughout the post results service;
- xxii. Organise and participate, with the Headmaster, in information meetings with each Year Group about to commence public examinations;
- xxiii. Respond in a timely manner to pupil and parental queries regarding examination entry, regulations, results, special considerations and arrangements;
- xxiv. To attend all relevant training as required and maintain links with the network of Examinations Officers;
- xxv. Maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential and sensitive information. Be aware of the Data Protection Act, GDPR etc. in respect of all aspects of the role;
- xxvi. Avail of relevant training as required;
- xxvii. Undertake such other duties as may be necessary in the organisation of examinations.

## **FINANCIAL**

- a. To liaise with the Bursar each year to produce a budget for Examinations Costs (including fees and invigilation costs) each year and to monitor expenditure against this.
- b. To work with the teaching staff to aim for a target of zero late/amendment penalty fees.