

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	Exam and Student Data Assistant
Postholder	
Reporting to	Examinations and Data Manager
Hours of work	
Specific responsibilities of the post	<p>The Assistant Examinations Officer provides support and assistance to the Examinations and Data Manager in administering examinations and data within the school (See Annex A for the functional tasks involved). The main duties are as follows:</p> <ol style="list-style-type: none"> 1. Checking the post daily and distributing material appropriately to school departments. 2. Maintaining records to allow the progress of entries, access arrangements, coursework submission, the conduct of examinations and the processing of examination results to be controlled and monitored. 3. Providing administrative support to ensure the effective documentation and evidencing of need for exam access arrangements 4. Assisting the Examinations & Data Manager (using the SIMs Examination Module as appropriate) with: <ul style="list-style-type: none"> • Entering candidates for exams • Facilitating coursework submission and the provision of forecast grades • Organising and conducting exams • Disseminating and analysing exam results, distributing certificates to candidates • Using SIMS assessment manager, entering data and checking and processing student profiles and other associated duties. <p>While the Examinations & Data manager will have the prime responsibility for administering exams, the Assistant Examinations Officer will be expected to understand the various processes and techniques and provide cover when the Examinations & Data Manager is absent.</p> 5. Liaise with other nominated support staff so that they also understand the role of Assistant Examinations Officer to provide cover in emergencies. 6. To provide administrative support within the Exams and Student Data Team, and to the wider school as required
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.

Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
	This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed

.....Postholder

.....Line Manager

.....Date

Annex A

Functional Tasks necessary to Administer Exams

The exams office is responsible for administering all internal and external exams including GCSE, GCE (AS & A2), GNVQ and Key Stage 3 SATs. This has to be done within the rules specified by JCQ and involves the following tasks.

Entering candidates for exams, using SIMs Exam module as appropriate:

- Setting up exam seasons
- Liaising with departments to collect entry information for exams
- Entering candidates
- Verifying entries with department contact points
- Issuing Statements of Entry to candidates
- Amending entries as required
- Sending entries to the Exam Boards
- Billing and collection of fees for retakes and external candidates

Facilitating coursework submission and the provision of forecast grades by:

- Passing exam board correspondence regarding coursework & forecast grades to departments
- Maintaining records of moderators for each subject
- Retaining exam office copies of coursework marks and forecast grades
- Forwarding coursework marks and forecast grades provided by departments to the Exam Boards

Organising and conducting examinations by:

- Exam timetabling using SIMs
- Issuing student timetables
- Organising invigilation of the exams and maintaining records of available invigilators
- Assisting with the preparation of materials for exams (question papers, answer booklets, additional equipment etc)
- Checking and packaging scripts for despatch
- Billing, where appropriate, non-attendees at examinations

Disseminating and analysing exam results, distributing certificates to candidates by:

- Receiving results from the exam board
- Distributing the results to candidates
- Analysing results and providing reports as necessary for internal school use and for external bodies
- Processing appeals against the results
- Distributing certificates to successful candidates