

**SOUTHEND ON SEA BOROUGH COUNCIL**

**Southend Adult Community College**

**JOB DESCRIPTION/JOB DESCRIPTION**

Job Title	Exams and Assessment Officer
Reports To	Head of Quality Improvement & Business Development
Responsible for	N/A
Pay scale	Level 6
Main Purpose of the Job	To co-ordinate and implement the College's examination process including the administration and organisation of all aspects of internal and external examinations and assessments in accordance with the regulations laid down by the awarding bodies and JCQ.
Specific duties and key responsibilities	<ul style="list-style-type: none"> <li>• Be the chief point of contact for correspondence from the examination bodies, including co-ordinating the submission of entries, special consideration request results, re-marks, appeals and certificates.</li> <li>• Ensure candidates are entered for their exams in a timely manner and that they are aware of the relevant timetable.</li> <li>• Be responsible for the arrangements for conducting examinations (including online) including timetabling and room arrangements, deployment of invigilators, provision of stationery, start and finish times.</li> <li>• With other relevant staff, ensure that appropriate arrangements are in place for candidates with special examination requirements and exam dispensation is submitted in a timely manner.</li> <li>• Ensure all examination papers and stationery are delivered safely to the college, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately</li> <li>• Be responsible for co-ordinating a team of invigilators, including recruitment, training, and liaison with Lead Invigilators, in liaison with the Head of Quality Improvement and Business Development</li> <li>• Liaise with academic staff to ensure that coursework and controlled assessments are completed and submitted in line with relevant deadlines and guidelines.</li> <li>• To be responsible for entering and maintaining accurate records of student modules, assessment marks and results onto the learner database.</li> <li>• Organise, manage and process achievement and completion for a range of awarding bodies.</li> <li>• To be responsible for the dissemination of results and certificates to candidates.</li> <li>• Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies notifying colleagues of significant changes.</li> <li>• To respond to queries from staff and students on awarding body regulations.</li> <li>• To work with Invigilators to ensure examinations run according to awarding body guidelines.</li> </ul>

	<ul style="list-style-type: none"> <li>• At the request of the Principal/ Head of Quality Improvement and Business Development investigate circumstances surrounding any complaint or suspected malpractice from students or awarding bodies.</li> <li>• To produce reports for the Advisory Board at the request of the Senior Leadership Team.</li> <li>• Take part in the appraisal process.</li> <li>• To carry out any other tasks commensurate with this role as and when required and contribute to the development of the Quality Team.</li> </ul>
<p>Responsibility for Resources</p>	<p>Safe and secure storage and distribution of exam papers. Exam resources Invigilators</p>
	<p><b>College wide responsibilities and behaviours:</b></p> <ul style="list-style-type: none"> <li>• Staff have a responsibility and duty of care to safeguard and promote the welfare of pupils and staff. Staff must be aware of the systems within the College which support safeguarding and must act in accordance with the College’s Safeguarding &amp; Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.</li> <li>• Staff are responsible for their own health and safety in the workplace and that of other staff, students and visitors to our sites and must adhere to policies and procedures</li> <li>• Staff are required to consider sustainability of resources and the potential impact on the environment, in the workplace.</li> <li>• Staff wellbeing is promoted in the workplace, creating an environment of positive mental health awareness and caring for others as part of our duty of care.</li> <li>• Staff have a responsibility and duty of care to ensure we promote a culture of inclusion. Staff should be aware of Equal Opportunities good practice and adhere to the Council and College requirements for Diversity; to implement this in all aspects of working practice and promote it in the team and workplace.</li> <li>• This role requires DBS clearance, appropriate to the function.</li> <li>• This job description does not form part of your Contract of Employment.</li> </ul>

### PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How evidenced
Qualifications or membership to registered Body	Level 2 English	√		Certificate
	Level 2 Maths	√		Certificate
	Level 2 IT qualification	√		Certificate
	Relevant professional qualification		√	Certificate
Knowledge and experience	Previous experience of undertaking exam and assessment co-ordination in an education setting	√		Application / interview
	Proficient in Word, Outlook, Excel.	√		Application / interview
	Experience of using databases.	√		Application / interview
	Experience of working within an office or education setting	√		Application / interview
	Proven experience of working with people from a range of different backgrounds		√	Application / interview
	Principles of data protection and confidentiality		√	Application / interview
Council Competencies	Ability to be flexible, with a can-do attitude and work independently	√		Interview
	Ability to prioritise workload and work accurately with attention to detail.	√		Interview
	Ability to work under pressure.	√		Interview
	Excellent communication skills; both written and verbal.	√		Interview
	Ability to work as part of a team.	√		Interview
	Ability to maintain confidentiality at all times and act with discretion.	√		Interview/ Reference

Additional Information	<p>Willingness to perform First Aid duties (with appropriate training)</p> <p>This post may require some evening or weekend working.</p>	√	√	<p>Application / interview</p> <p>Application / interview</p>
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