

ROLE DESCRIPTION

1. JOB TITLE: Exams Officer

2. CONTEXT

West Herts College is a large general further education college with a large portfolio of courses for its local community including full time and part time further education, higher education, work-based learning and community learning.

The central examinations team is part of the College's Student Administration service which provides a range of high quality, integrated administration services for students and staff.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Associate Director of Student and Learning Resources

4. MAIN PURPOSE OF JOB

To administer all aspects of public examination and certification processes and ensure that examination board procedures are followed and a student centred approach. Work collaboratively with curriculum colleagues

5. DUTIES AND RESPONSIBILITIES

- Contribute to the operational management of the central examinations team, using ProSolution and Awarding Body systems to deliver effective, efficient and user-friendly services.
- Take responsibility for overseeing the examinations on a designated campus to deliver a high quality student experience.
- Enter students for examinations, ensuring that examination clashes are managed to meet individual student need and awarding body requirements.
- Oversee the conduct of examinations and the security of papers and scripts to ensure full compliance with examination board regulations.
- Manage invigilators, including updating them on rules and regulations training
- Collect and collate achievement data to enable the College to measure performance and secure funding.

- Develop and maintain an excellent working relationship with designated examination boards and be responsible to them for the administration of their procedures.
- Monitor information received from the examining boards and take follow up action to ensure that the College complies with new or revised requirements.
- Disseminate information to staff and students to ensure that they are aware of and comply with examination procedures and regulations.
- Plan, organise and conduct major examination series. This includes preparing exam timetables, creating seating plans, receiving checking and securely storing exam papers.
- Maintain accurate up-to-date records of examination entries, timetables, attendance, results and achievement data, using electronic data systems to ensure efficient and effective management and reporting of data.
- Ensure all necessary certification is dealt with in the timescales set by the exam boards and implemented by the centre

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to develop skills and knowledge.
 - All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
 - Be familiar with and promote the Equality and Diversity Policy

- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.