# Examinations Manager

## Job Description

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| **Area** | **:** | **Information & Planning** |  |

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| **Salary** | **:** | **£40,714 - £44,482** |

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| **Hours of Work**  ***(Full-time/Part-time)*** | **:** | **Full time** |

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| **Line Manager** | |  | **: Director of Information and Planning** |
| **Responsibility for** | |  | : Co-ordination of on-site and off-site examinations  and assessments;  : Compliance with JCQ regulations;  : Student registrations and achievements; *and*  : Applying for Access arrangements |
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### Main Purpose of Job:

To provide leadership and management of the Exams function across all three College campuses.

The Examinations Manager will ensure that the administration, planning, organisation and conduct of examinations takes place efficiently, smoothly and in accordance with all relevant regulations and to ensure the distribution of results to all legitimately interested parties and the subsequent analysis of the College performance. Responsibilities relate to all external and internal examinations.

The post holder must demonstrate excellent communication skills and be able to build and develop working relationships throughout the college. The Examinations Manager will need outstanding organisational skills and be able to demonstrate calmness and leadership under pressure.

The post-holder will be a member of the College Leadership Team (CLT) and will work closely with the College Senior Leadership Team (SLT).

### Key Duties and Responsibilities:

1. Provide clear day-to-day leadership in the development and delivery of the Examinations function in line with the standards and expectations required throughout the College and ensure this is equitable across all sites
2. Plan, organise and co-ordinate all aspects of internal, external and off-site examinations and entries.
3. Manage, monitor and review relevant budgets ensuring best value principles are followed.
4. Oversee and manage the arrangements of all practical aspects of examinations including: invigilation, rooming, student entry slips, student timetables and preparation of venues.
5. Act as a focal point for all advice and guidance regarding examination processes and procedures to staff, learners, employers and parents – liaise with exam boards to provide solutions/answer to queries or issues.
6. Ensure college policies are developed, reviewed and implemented in line with the legislative framework, AoC guidelines and educational standards (e.g. JCQ).
7. Ensure that any candidates’ special needs or circumstances are made known to the Examination Boards and the necessary arrangements are made in College, in conjunction with the Learning Support team.
8. Plan, organise and co-ordinate within budget the external invigilation and ensure that there is sufficient external invigilation training in line with examination regulations.
9. Plan and publish examination timetables, resolving any timetable clashes, and arrange for the printing and issuing of individual candidate timetables.
10. Liaise with IT Support/Network Services to set up on-line exams and IT exams support
11. Publish, announce and monitor our expectations of candidates during examinations.
12. Supervise the return of completed scripts to exam boards
13. To be responsible for the management, production and facilitation of exam results on results days for students.
14. Co-ordinate and manage the requests for post results requests and communicate with all examination bodies.
15. Retrieve examination costs where appropriate and to arrange resits and remarks.
16. Ensure the integrity and security of all examination papers at all times. Ensuring that the College is prepared for and meets all the inspection regulations required by individual examination boards and JCQ.
17. Ensure that all resulting evidence is stored in compliance with exam regulations
18. Enact the appeals procedure when appropriate
19. Ensure all learner achievements are accurately recorded on the system to be reflected in relevant published statistics.
20. Manage and advise on the development and implantation of new exam initiatives such as on-line testing, electronic data interchange and on-line learner results service

### Generic Duties and Responsibilities:

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
4. To actively contribute to the risk management of the College.
5. To positively promote and implement the College’s strategies on equality, diversity, safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



# Examinations Manager

## Person Specification

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| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | **Assessment Method** | | | | |
| Application Form | Interview | Psychometric Testing | Qualification | References |
| **Education and Qualifications** | | | | | |
| Essential |  |  |  |  |  |
| * Evidence of continuous professional development specific to this area |  |  |  |  |  |
| Desirable |  |  |  |  |  |
| * Degree or equivalent professional qualification |  |  |  |  |  |
| * Relevant qualification at level 3 or above |  |  |  |  |  |
| **Skills and Experience** | | | | | |
| Essential |  |  |  |  |  |
| * An open and welcoming management style that motivates and inspires others |  |  |  |  |  |
| * Strong team building skills |  |  |  |  |  |
| * Sound knowledge of exams and assessment procedures |  |  |  |  |  |
| * Excellent working knowledge of JCQ and awarding body requirements |  |  |  |  |  |
| * Experience of managing change |  |  |  |  |  |
| * Up to date knowledge of awarding body standards and requirements |  |  |  |  |  |

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| * Excellent numeracy and digital literacy skills |  |  |  |  |  |
| * Experience in developing the skills of those individuals within an examinations team |  |  |  |  |  |
| * High level of attention to detail |  |  |  |  |  |
| * Flexible and responsive approach to working |  |  |  |  |  |

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| **Assessment Method** | | | | |
| Application Form | Interview | Psychometric Testing | Qualification | References |

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

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| **Skills and Experience *(continued)*** |

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| Essential |  |  |  |  |  |
| * Able to appropriately challenge staff and hold difficult conversations |  |  |  |  |  |
| * Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college   community |  |  |  |  |  |
| * Commitment to on-going professional development for self and others |  |  |  |  |  |
| Desirable |  |  |  |  |  |
| * Experience of working in a complex multisite organisation |  |  |  |  |  |
| * Knowledge of FE, HEFCE and WBL funding methodologies |  |  |  |  |  |

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| **Other Requirements for Employment** |
| Essential |
| * Enhanced DBS check |

Updated: October 2022