



## **Job Description**

### **ST JOSEPH'S COLLEGE**

<b>DESIGNATION:</b>	<b>Examinations Assistant</b>
<b>POST RESPONSIBLE TO:</b>	<b>Examinations Officer</b>
<b>POST GRADE</b>	<b>NJC Scale 3 point 5 - 9</b>

#### **PURPOSE OF THE ROLE**

- To act as Examinations Assistant and to carry out administrative duties relating to all aspects of examination process.
- To assist teaching staff or pupils with any queries relating to examinations to seek ways of improving quality in all aspects of the work.
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#### **DUTIES AND RESPONSIBILITIES**

##### **Specific Responsibilities:**

- Supporting the Examinations Officer to ensure that examination regulations are fully met
- To be a point of contact in the Exams office to parents, students and staff.
- To deal with telephone calls, emails and queries relating to examinations.
- To create and maintain spreadsheets of all access arrangements and usage of extra time and rest breaks.
- To record absences during mock exams and inform the EO if extra sessions are required. To inform the subject leaders/teaching staff of any students that have missed exams and when they are due to catch up.
- To create seating plans for students with access arrangements resulting in separate rooms, for both internal and external exams and if required produce seating plans for other mock exams.
- For internal exams, ensure that there are sufficient papers; including providing copies of the papers to learning support practitioners.
- Assist the Examinations Officer in ensuring that the correct number of exam papers for external exams arrive in time and are securely stored.
- To support the Examinations Officer by checking, labelling and sealing exam papers ready for posting of external exams.
- Assist Examinations Officer with the upload of coursework, checking over results and other details as required.
- To produce seating plans and registers for the Maths challenges, Chemistry and Physics Challenges and ensure scripts are uploaded on completion of the tests to relevant websites.
- To assist in sorting and distributing exam results to the pupils and staff.

- To coordinate the secure collection of GCSE and A Level certificates
- To keep and maintain records of post results.
- To assist invigilation staff on busy exam days with setting up of rooms and ensuring students arrive on time to correct rooms etc and invigilate when required in cases of absence
- To answer staffs queries regarding exams and if necessary contact the relevant exam boards.
- To report to the Examinations Officer any problems with processes you are responsible for and to suggest improvements.
- To support the Examinations Officer as required.
- To be available in the absence of the EO.
- Ensure that resources for examinations are prepared in advance
- Assist in the replenishment of equipment for the exams
- Additional responsibilities as required on occasion by the Examinations Officer