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**JOB DESCRIPTION**

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| **JOB TITLE: Exams Administrator** **SECTOR: Exams** **GRADE: Scale 4****DIRECTLY RESPONSIBLE TO: Exams & Accreditation Manager** |

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| **Purpose of Job:** To ensure that examination registrations, entries and award claims are submitted on time, efficiently, accurately and in line with Awarding Body guidelines and regulations. To ensure the execution and safe delivery of a range of external assessments in accordance with external regulations.To take responsibility for specific boards, their complexities as well as to be a key advisor to colleagues ensuring full compliance |

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| **Main responsibilities and duties:*** To process learner entries/registrations for examinations/awards in accordance with the requirements of the College and awarding body procedures and regulations ensuring set deadlines are met.
* To receive and prepare examination materials and maintain security of handling and storage in accordance with awarding body regulations.
* To liaise with Student Support and awarding body/s to ensure access arrangements are in place for learners entitled to them in their examinations.
* To assist in the preparation and distribution of examination timetables to learners and lecturers.
* To set up examination venues ensuring awarding body’s regulations are adhered to.
* To distribute and receive back from invigilators examination papers and associated materials.
* To start and occasionally invigilate examination sessions (paper based and online) and to ensure the candidates are aware of the rules and regulations that are applicable to that examination and also college procedures.
* To check, pack and despatch examination scripts/coursework in accordance with the appropriate awarding body’s procedures.
* Issue examination results and certificates as appropriate.
* To maintain up-to-date computerised records for individual learners progress and achievements in accordance with the requirements of:
	+ the College Management Information System
	+ the Individualised Learner Record
	+ the management of the College
* To investigate outstanding achievements throughout the year to ensure data is up to date and accurate.
* To provide statistical information on a timely basis.
* To maintain source documents as required for audit.
* To ensure ‘Qualifications on Entry’ are processed timely and accurately.
* To actively assist in the maintenance of the examinations archive for past student records and for awarding body confirmation of achievements.
* To respond efficiently and professionally to enquiries relating to the work of the department from students, staff, management and the general public.
* To undertake appropriate staff development as agreed with the line manager to keep up-to-date with developments in the principal area of work and communicate them to appropriate sources.
* To undertake all appropriate training and staff developments and attend all meetings relevant to the post and grade.
* The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
* To actively promote and embed equality and diversity within the College.
* To actively contribute to the College’s safeguarding children and vulnerable adult agenda.
* In carrying out their duties the appointee must:
1. Comply with Health and Safety Regulations
2. Be aware of the College statement on Health and Safety

**Place of Work**The Corporation’s premises at the Deane Road Campus will be classed as your work base. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations. As part of their duties, the post holder may be required to travel either within the United Kingdom or outside of it. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating their professional skills and the supervision of students on visits and work placements.**Working Hours**The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities and as agreed with the line manager. Your pattern of work will need to be flexible and will therefore vary from time to time. The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week. **Appraisal**The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.   |