



# Examinations Officer Job Description



**Job Title:** Examinations Officer

**Responsible to:** Assistant Headteacher (Data and Reporting)

**Grade:** 5

## Roles and Responsibilities:

### Purpose of the role

1. To manage the administration, organisation, and smooth running of all internal and external examinations in line with JCQ regulations and awarding body requirements, ensuring fairness and accuracy for all candidates.
2. To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of examinations.
3. To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations.
4. To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.

## Before Examinations

### Planning

1. Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
2. Research and understand qualifications and how they are assessed.
3. Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/The Exams Office etc.).
4. Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates, informing others as applicable.
5. Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites).
6. Oversee and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online systems.
7. Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met.
8. Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.
9. Brief candidates/staff/parents/carers on examination regulations and requirements.
10. Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.

11. Annually confirm the information required by the National Centre Number Register and inform of any changes to centre status.
12. Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times, and for as long as required, in accordance with the regulations.
13. Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
14. Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
15. Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements and reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.).

#### **Entries**

1. Observe the awarding organisations' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
2. Register or enter candidates for an examination or assessment in accordance with the awarding organisations' published procedures and published deadline for that qualification.
3. Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid penalty fees.
4. Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates.
5. Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
6. Liaise with the Finance Team to ensure fees are paid as instructed and at the time specified by the awarding bodies.
7. Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
8. Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

#### **Pre-exams**

1. Recruit, train, update and manage a team of invigilators.
2. Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
3. Resolve effectively exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.
4. Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
5. Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
6. Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
7. Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

### **During Examinations**

#### **Exam time**

1. Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
2. Ensure all exam accommodation is prepared in accordance with the requirements.
3. Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
4. Manage unexpected issues/irregularities which may affect the conduct of examinations.
5. Maintain accurate records of attendance and incidents during examinations.
6. Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
7. Manage emergency access arrangements for eligible candidates as the need may arise during exam time.
8. Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
9. Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

## After Examinations

### Results and Post-Results

1. Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
2. Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding organisation rules.
3. Use internal and external IT systems effectively to access and manage awarding body results information.
4. Understand awarding body results systems and provide support for relevant internal stakeholders in accessing results reports/analysis tools.
5. Use external IT systems effectively to administer post-results services in accordance with the regulations and to the published deadlines
6. Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.

### Working arrangements

1. The post is for 37 hours a week, 41 weeks per year. This includes 38 weeks a year term time, staff training days and two weeks in the summer holidays around exam results. There is a need to work flexibly around open evenings and other school events.
2. Normal working hours would be 8am–4pm with a 30-minute break for four days of the week and 8am–3.30pm on the fifth day.

### Other

1. Undertake training, update or review sessions as required
2. Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:
  - the preparation for and conduct of internal examinations under external examination conditions in line with contingency arrangements
  - other exams-related administrative tasks.
3. This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to help the postholder undertake this new/varied work.

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