

HAMPSHIRE COUNTY COUNCIL

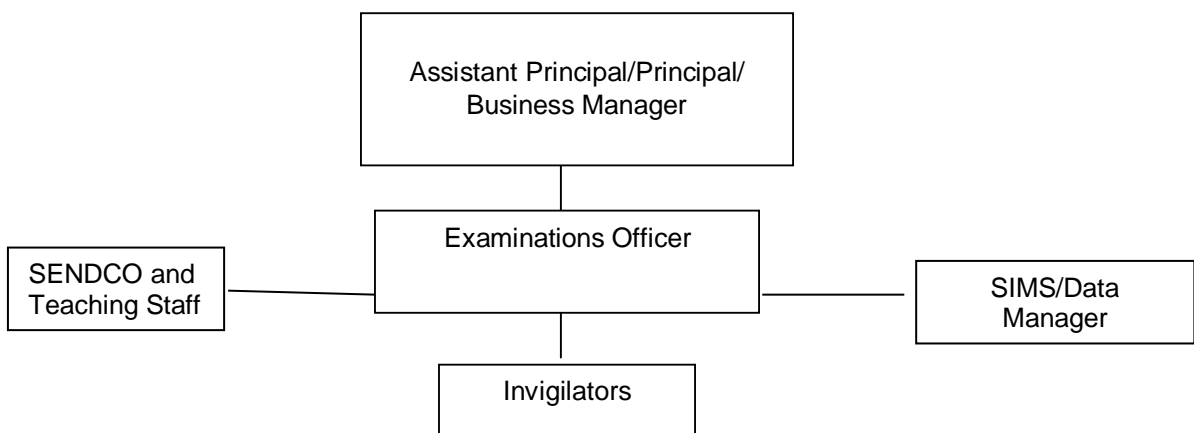
Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

**ROLE PROFILE FORM**

**Section A**

<b>Role Profile Ref:</b>	02029
<b>Department/Section:</b>	Education (Schools)
<b>Role Title:</b>	Examinations Officer
<b>Reports To:</b>	Assistant Principal (Curriculum & Assessment), Principal and Business Manager
<b>Role Purpose:</b>	To be responsible for the timetabling, invigilation and submission of external examinations, adhering to regulations, procedures and deadlines to ensure minimal difficulties for teachers and students during the examinations period.

**Section B Organisation**



**Section C**

**ROLE REQUIREMENTS**

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
<p><b>Preparation for Exams</b></p>	<ul style="list-style-type: none"> <li>• Liaise with SIMS Manager where appropriate to ensure all Year 10 and 11 students are allocated Unique Personal Numbers (UPNs) and these are entered onto SIMS accurately</li> <li>• Liaise with SIMS Manager where appropriate to prepare the Exams module of SIMS for the forthcoming year of exams, reflecting as accurately as possible the exams to be sat and the numbers taking them</li> <li>• Timely submission of statements of intention to enter candidates and provide numbers</li> <li>• Liaise with Assistant Principal and Heads of Faculty on entries to external exams board for GCSEs</li> <li>• Liaise with teachers to produce predicted grades for all students and to disseminate such information to students and parents, maintaining accuracy and confidentiality</li> <li>• Co-ordinate with teachers to submit coursework to external examination boards where requested</li> <li>• Receive and securely store external examination papers, checking all required papers are received</li> <li>• Liaise with the Special Needs Co-ordinator to ascertain special requirements for students ensuring such students are not disadvantaged during the exam process</li> <li>• Submit applications for special consideration for disadvantaged students</li> <li>• Brief students on conduct during exams ensuring rules and regulations are adhered to, keeping offences/breaches to a minimum</li> <li>• Provide briefing papers to staff on invigilation, to maintain a high level of professional awareness during invigilation</li> </ul>	

HAMPSHIRE COUNTY COUNCIL

<p><b>Timetabling and invigilation</b></p>	<ul style="list-style-type: none"> <li>• Timetable PPEs (Pre Public Examinations), liaising with teachers on length of papers and numbers of students sitting the exam</li> <li>• Ensure adequate invigilation for all exams, appointing, training and deploying external invigilators where required and to meet national requirements</li> <li>• Rota teaching and support staff to invigilate, overseeing implementation to ensure smooth running, making adjustments when staff are absent e.g. through illness</li> <li>• Liaise with site manager about rooms and layout requirements, ensuring full understanding of requirements</li> <li>• Resolve any clashes of exams for students, minimising the opportunities for students to exchange information on the contents of exams</li> <li>• Co-ordinate paperwork and payment of invigilators</li> </ul>	
<p><b>Exams and results</b></p>	<ul style="list-style-type: none"> <li>• Report definite and suspected breaches of exam regulations to the Principal for follow-up</li> <li>• Be responsible for the collection and posting of examinations scripts to the external examinations boards, ensuring records are kept of their postage and deadlines are met</li> <li>• Contact students and parents to retrieve fees for students who did not attend their exam(s), in line with college policy</li> <li>• Oversee downloading, analysis and distribution of exam results, checking for accuracy</li> <li>• Be present on results day to assist teachers in efficiently handing out results and to deal sympathetically with any queries or complaints from students and parents</li> <li>• Make arrangements for the remarking of exam papers where required and appropriate</li> <li>• Make arrangements for the re-sit of exams where students have failed and wish to re-take the exam</li> <li>• Check accuracy of DfE statistics, results and certificates before communicating them to the governing board and local press</li> </ul>	

HAMPSHIRE COUNTY COUNCIL

<p><b>Reports</b></p>	<ul style="list-style-type: none"> <li>• Provide faculty and subject breakdown of exam results</li> <li>• Calculate average point scores</li> <li>• Produce exam booklet</li> <li>• Provision of data to Governors, LEA, Assistant Principal and other interested parties</li> <li>• Completion and delivery of census to DfE</li> </ul>	
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<ul style="list-style-type: none"> <li>• Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance</li> <li>• Identify and offer to the team all suitable training and development opportunities in these areas</li> </ul>	
<p><b>Section D -The key decision making areas in the role</b></p>		
<ul style="list-style-type: none"> <li>• Deployment of invigilators (internal and external) to provide adequate invigilation during examinations</li> <li>• Timetabling of PPEs</li> <li>• Ordering of materials for examinations and arranging rooms/furniture for each examination</li> </ul>		
<p><b>Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)</b></p>		
<ul style="list-style-type: none"> <li>• Managing 20 staff on a rota system to cover invigilation</li> <li>• Organising examinations for 360 students, approximately 1800 examination papers in total each year</li> <li>• Budget control of £75,000 budget</li> </ul>		
<p><b>Section F – The main contacts – external/internal customer contacts and purpose</b></p>		
<ul style="list-style-type: none"> <li>• Teachers, mainly KS4 and the SENDCO</li> <li>• Parents</li> <li>• External examinations boards</li> <li>• Site manager/caretaking staff</li> </ul>		
<p><b>Section G - Working conditions – environment, and physical effort or strain.</b></p>		
<ul style="list-style-type: none"> <li>• High percentage of time spent using computers</li> </ul>		

**PROGRESSION IN ROLE**

**Section H - Entry: Necessary role-related knowledge, skills and experience at selection**

- GCSE grade C+ in English and Maths (or equivalent)
- Working knowledge of the college's KS4 classes/courses
- Working knowledge of entry requirements/deadlines for exam boards
- Working knowledge of Exam Board procedures regarding the conduct of examinations
- Excellent administrative and planning skills
- Confident with the use of ICT and adaptability to SIMS Exams Module
- Working knowledge of data handling to comply with outside agency requests regarding exam data
- Able to work independently and as part of a team
- Highly organised and able to work to tight deadlines

**Section I – Initial induction/training required to become effective in the role**

**Estimated time to become operationally effective**

12 Months

- SIMS course on exam entry and results
- Support from SLT and SIMS Manager lasting for 12 months

**Section J – Operationally effective: How would effectiveness in role be demonstrated?**

- Working on own initiative, using full facilities of the college effectively to ensure all examination requirements are met
- Co-ordinating with the SENDCO to ensure students with special needs are provided for, minimising any disadvantage they may have during the examination period
- Organising staff effectively with contingency plans to ensure all exams are invigilated in line with guidelines, even when encountering unforeseen circumstances
- Earning respect of teachers, students and parents, developing a good relationship of trust at a particularly stressful period for all involved
- Examination results distributed on time and accurately, dealing with all queries from parents and students promptly and with compassion

**Section K - Adding value: What characteristics will the advanced role holder demonstrate?**

- Reports to departments and Governors produced without prompting, detailing accurate information in an easily digestible format
- Reviewing the process of exams arrangements year on year to continuously improve the process
- Provision of advice to teachers, parents and students on how to improve exam results, based on observations and any advice provided by the examinations boards