

Exams and Data Officer - Job Description



Salary: Scale 6, Pts 18 – 22

Purpose of the role

- 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 and assessments
- To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules and requirements for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the examination and assessment process
- To provide support, advice and guidance to the head of centre/senior leadership team in fulfilling their responsibilities in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to ensure the integrity and security of the examinations/assessments at all times
- To safeguard the centre's reputation by ensuring that examinations and assessments are conducted to the highest standards of integrity and professionalism
- To adhere to a strict regulatory framework which requires a detailed knowledge of a range of JCQ documents
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations/assessments have taken place
- To manage the following members of centre staff:
 - Invigilators (deployed to conduct examinations/assessments in line with the JCQ regulations. This includes recruitment, interviewing, and annual training for new and existing invigilators)
 - Reception staff (to record the receipt of confidential exam materials)
 - Site staff (to ensure exam rooms are set up in line with JCQ regulations)
 - IT staff (to ensure the conducting of on-screen/online assessments in line with JCQ/awarding body regulations and the provision of assistive technology where applicable to candidates with access arrangements)
- To ensure that a series of critical tasks are undertaken within strict deadlines and in full compliance with examination regulations
- To ensure that candidates:
 - are accurately registered/entered for all relevant qualifications
 - sit their exams under appropriate and regulated conditions
 - receive accurate and timely results
 - have access to post-results services, where applicable

- To prevent unnecessary additional charges by ensuring that all entries/registrations, withdrawals, and amendments are submitted in line with awarding body deadlines, and that late/high late entry or amendment fees are only incurred in exceptional circumstances
- To actively contribute to the development, implementation, and maintenance of a range of JCQ-required policies
- To support the centre's contingency measures
- To complete a range of training activities in line with JCQ/awarding body regulations (for example, undertake regular CPD, such as attending an annual update course, cyber security training)

Key Skills

- Evidence of or a commitment to acquire or develop the following skills to successfully undertake the role:
 - Time management
 - People management
 - Contingency planning/risk management
 - Prioritising tasks/workload/multitasking
 - Problem solving
 - Communication skills
 - Handling difficult conversations
 - Presentation skills
 - Decision making
 - Managing deadlines
 - Working collaboratively

The exam system

- Awareness of key stakeholders (including the Department for Education, Ofqual, JCQ and its awarding bodies)
- Possess a detailed knowledge and understanding of JCQ documents, including General Regulations for Approved Centres, Instructions for conducting examinations, Suspected Malpractice: Policies and Procedures, A guide to the special consideration process, Post-Results Services and A guide to the awarding bodies' appeals processes
- Understand, and complete key activities within, JCQ's Centre Admin Portal (CAP)
- Annually complete the National Centre Number (NCN) Register update
- Support inspections undertaken by the JCQ Centre Inspection Service (CIS), particularly general inspections during an exam series and question paper integrity inspections
- Understand key terms and acronyms associated with the management, administration and conducting of exams and assessments

Assessments

- Manage, administer and oversee the conducting of external assessments, including timetabled written exams, listening exams, speaking tests, on-screen tests, exams/assessments conducted in a 'window' of dates, and where applicable, practical's and performances, non-examination assessments (NEA) and coursework
- Oversee the conducting of mock/internal examinations, including confirming/awareness of the schedule for the year, who will invigilate, where exams will be roomed, how candidates will be

- briefed, whether exams will be conducted in line with JCQ regulations, and the collection and secure retention of work for resilience arrangements
- Resilience arrangements – support the acquisition of evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades if required in the unlikely event that the government determines that exams cannot go ahead

Policies

- Contribute to the development, implementation, and maintenance of JCQ-required policies including the following:
- Child Protection/Safeguarding Policy: Provide exam-related scenarios and coordinate invigilator training
- Complaints Policy: Outline procedures for submitting entries, conducting exams, sharing results, and handling post-results enquiries
- Contingency Plan: Detail responsibilities and tasks in case of absence during any stage of the exam cycle
- Data Protection Policy: Ensure compliance with UK GDPR and the Data Protection Act 2018 regarding exam-related data
- Internal Appeals Procedure: Inform senior leaders about processes and deadlines for clerical re-checks, reviews of marking/moderation, and appeals
- Malpractice Policy: Promote awareness of malpractice risks, educate candidates, and define escalation procedures within the centre
- Whistleblowing Policy: Provide examples of exam-related activities that may require whistleblowing
- Use of Word Processors Policy: Confirm arrangements for using word processors during assessments
- Candidate Identification Procedures: Recommend appropriate methods for verifying candidate identity during exams
- Post-Results Services Procedures: Clarify how candidates can request access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals, including timelines and communication protocols
- Emergency Evacuation Policy: Define roles and responsibilities during evacuations, communication with stakeholders, and reporting procedures to awarding bodies

Access arrangements

- An awareness of the role and responsibilities relating to access arrangements including:
- Supporting the processing of applications for access arrangements and adjustments
- Ordering published modified papers
- Training invigilators and facilitators
- Notifying candidates of their access arrangements
- Organising timetabling, rooming and seating plans
- Managing temporary/emergency access arrangements/special consideration requests

Data

- Working with the designated senior leader to ensure the input, manipulation, management, analysis and dissemination of school assessment data.
- Responsibility for the coordination, administration, management and dissemination of accurate data needed by school leaders and managers relating to school-based assessments and for

progress reports to parents. In doing so, assist the member of the Leadership Team responsible for

- Assessment in managing data collection systems for teaching groups, providing reports to staff as required.
- Assisting senior staff and team leaders in the use of external tools such as SISRA, Arbor, IDSR, Raise Online and ALPs for review and preview of performance of whole school and individual students.
- Ensuring that relevant data is produced in line with the self-evaluation cycle.
- Provide data to support setting whole school targets.
- Preparing the school assessment and reporting calendar in conjunction with senior staff.
- Working closely with the IT Manager to anticipate future system and data needs, in the context of school's Development Plan.
- Ensuring that the data structures are adequate to the task, including integrity, consistency and coherence of data; keeping data relevant and current.
- Contribute to the development of data management across the school by monitoring and improving processes and procedures.
- To carry out any other duties as reasonably directed by the Headteacher or their representative.