

St Joseph's College

Job Description

Examinations Assistant

Objectives

- 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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General Duties

- 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 register students for CAT admissions tests and help out on the day of the tests and also invigilate in absence of Exams assistant or high numbers.
- To produce seating plans and registers for the Maths challenges 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 take, receipt and record payments for examination entries and post results.
- To keep and maintain records of post results.
- To update and maintain the invigilation availability spreadsheets for both internal and external exams.
- To update and maintain invigilation training and personnel records.

- 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 and other Exam Secretaries as required.
- To be available in the absence of the EO.
- To be flexible in the lead up to exams and change day off, if required, to ensure staffing levels and availability to answer student and staff queries.
- Additional responsibilities as required on occasion by the Examinations Officer