



EXAMINATIONS OFFICER JOB DESCRIPTION

Updated June 2018

ABOUT CATS COLLEGE CAMBRIDGE

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

To organise all internal and external examination processes, in liaison with staff, students, parents and examination boards, to ensure that all students are entered and scheduled appropriately for examinations. To administer all internal and public examinations according to the published guidelines and procedures, ensuring all regulations are followed by the examinations staff and all students are provided with the necessary materials and arrangements to optimise their exam success.

To manage the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the college's aim to raise academic results.

REPORTS TO

You will be directly responsible to the Curriculum, Attendance & Exams Manager and work within the framework set by the Principal

MAIN RESPONSIBILITIES OF THE JOB

The following gives a guide to the main tasks and the scope of the role. These aren't exhaustive, and may vary where necessary to suit the skill set of the post holder and the needs of the College.

You must have a full understanding of Unit-e Exams Manager, Shackleton and the College Exams Policy, in order to:

- Administer all external and internal examinations, including liaison with the Joint Council for Qualifications (JCQ) and examination boards, ensuring all entries are processed in accordance with the examination board regulations and deadlines
- Keep up to date with the requirements of the role, including the latest procedures and regulations for external examinations and use of Unit-e. Attend relevant training course
- Liaise with the Vice Principal, Assistant Principal Academic and the Heads of Department to ensure that exam entries are processed accurately and deadlines are adhered to
- Prepare and update all examination entries, including financial estimates of fees
- Provide relevant data in respect of entries, fees and late fees
- Be responsible for the organisation of the examination timetable, including liaison with external venue providers to ensure that appropriate rooms are booked for examinations
- Publish agreed timetables and seating plans to staff and students
- Liaise with the Assistant Principal Academic in the organisation, timetabling and invigilation of all internal/mock examinations and assessed practical work
- Be responsible for the dissemination and collection of Optem forms and coursework mark sheets to Heads of Department for completion and return to the exam boards by the specified deadlines
- Brief students on examination procedures and produce guidelines for staff and students



- Be responsible for ensuring that appropriate examination conditions are in place for all examinations
- Liaise with the ALS Co-ordinator to ensure that students with SEND requirements have the correct exam arrangements in place and to work closely with the ALS Co-ordinator to ensure that applications for Access Arrangements are submitted in a timely fashion and that the requisite evidence is collected and filed in accordance with the applicable examination regulations
- Organise examination papers, stationery and dictionaries, before and after examinations, ensuring that they are securely stored, in accordance with JCQ Regulations
- Be responsible for inputting externally moderated marks for the University Foundation Programme into Unit E Exams Manager in order to publish results via Magellan by the published deadlines
- Ensure all University Foundation Programme students are correctly registered with the NCFE in order to claim full and partial awards
- Creating statement of results for internally assessed awards (University and Pre Programme)
- Record and despatch internal College Statement of Results, IELTS Certificates and NCFE Certificates for University Foundation Programme Awards
- Maintain electronic copies of all issued certificates and statement of results
- Personally issue exam papers to invigilators
- Remain on-site at all times for the duration of examinations and personally secure completed exam papers in the exam store
- Be responsible for managing the invigilation team, including monitoring invigilation performances and dealing with any problems that may arise during and after exams
- Conduct appraisals for members of the invigilation team where appropriate and as required
- With the Assistant Principal Academic, recruit, train and supervise Examination Invigilators on a continual and rolling basis, ensuring that sufficient numbers are available for each examination in accordance with JCQ Regulations
- Provide pre and post exam training for invigilators every year including a de-brief feedback session after each exam series
- Manage the arrangements for the issue of examination results to candidates
- Liaise with the Higher Education to disseminate result information in a timely manner to facilitate student university applications and the promotion of College success in securing student entry to top universities
- Be a member of the CEG IT User Groups to promote the development of the system for enhanced exams processing
- Operate within the Curriculum Team to provide cover and support (such as in the processing of timetabling and academic reports), during non-peak exam times



Data Management

Provide reports covering:

- Public examination results
- Internal assessment results
- Monthly KPI data measuring assessment analysis against ALIS
- Benchmarking data
- ISI Data
- Completion of Statutory Annual Census reports

AS PART OF YOUR WIDER ROLE WITHIN THE COLLEGE, YOU WILL ALSO:

- Work as part of the wider team to support other people at busy times
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake other work
- Promote a positive working experience for everyone
- Help to provide a professional and welcoming environment for all visitors to the College

ETHICS AND BEHAVIOUR

- You will maintain standards of ethics and behaviour in and out of College. In particular:
- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks;
- Develop and maintain a full understanding of current child protection procedures.

PERSON SPECIFICATION

The job requires that you are:

- Methodical approach to work
- Analytical/problem-solving aptitude
- Excel spread-sheet experience
- IT literate, especially databases, data analysis, charting skills
- Ability to be pro-active and display initiative
- Willingness to learn and acquire new skills
- Good people management skills
- Organisational skills
- Ability to present information in appropriate formats according to audience and fit for purpose
- Ability to be pro-active and display initiative
- Demonstrates understanding and commitment to supporting the College to meet its targets for success
- Good interpersonal skills, both verbal and written
- Evidence of problem-solving decision making skills



- Flexible
- A professional and supportive team player who enjoys effective collaboration with colleagues
- Good team player, but also to work autonomously
- Willingness to accept additional responsibilities
- Confidentiality
- Neat, well-groomed and well-presented
- Clarity of speech
- A skilled communicator
- Good health record
- Punctual time keeper
- Ability to work core hours of college
- Flexibility for cover
- Willing to play a part in the wider life of the College community

ABOUT CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

