

JOB DESCRIPTION

Job Title:	Examinations and Assessments Co-ordinator
Grade:	Support Grade E
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Department:	Examinations and Assessments
Accountable to:	Academic Registrar

Job Purpose

To lead and manage staff and co-ordinate, monitor and develop the administration of appropriate procedures that support and enhance the activities of the Examinations and Assessments Section and deliver a timely and effective service to staff and students of New College Durham. To ensure the quality of the Examinations process to meet the requirements of JCQ and the Awarding Organisations.

Key Result Areas

- To manage the examinations processes associated with FE and HE examinations/ assessments in respect of awarding bodies, covering a broad range of academic and vocational subjects complying with relevant external (e.g. JCQ - ICE) and internal regulations as appropriate
- To act under delegated authority as a main contact with awarding bodies in operational matters relating to the examinations and assessments processes
- In the event of an external inspection from an external organisation, to receive, respond to and implement any given recommendations in a timely manner

- Working with the SENCo, ensure the practical application of identified Access Arrangements required by individual students are implemented in accordance with awarding body guidance
- To comply with all published awarding body guidelines relating to operation of examinations and assessments, informing candidates and staff as appropriate of these guidelines
- To regularly review the quality and effectiveness of the examinations service to ensure it continues to meet customer requirements and continue to make improvements to operations and regularly brief back to the Academic Registrar
- To allocate the expenditure of the cross-college examinations budget to individual departments
- To act as budget holder for the Examinations and Assessment Office including both staffing and non-staffing budgets
- To manage the examination timetables and invigilation rota across the whole examinations / assessments function, including estates requirements and the organisation and training of invigilation staff
- To co-ordinate the communication with awarding bodies, teaching staff and students on all matters relating to assessment and administration.
- To manage the secure receipt and despatch of examination scripts and other associated documents, e.g. coursework, estimated grades, required by awarding bodies through the lifetime of the student being registered for a qualification
- To co-ordinate the use of electronic systems to transfer data between New College Durham and awarding bodies in line with sector best practice
- To manage the timely processing and publication of examination results to students, academic staff and other partners
- Ensure that robust data quality checking processes are implemented at all stages of the examination and assessment process, and that data stored with the student records system is up to date at all times, with the ability to provide as requested statistical analysis of assessment data
- To lead, manage, develop and motivate the Examinations & Assessment Team to deliver a flexible and supportive service.
- In liaison with HR ensure that the procedures governing the recruitment and training of Invigilators and the authorisation of supply pool pay claims are undertaken in a timely manner.

- Undertake the delivery specific training for new and existing invigilation staff as detailed in external JCQ regulations
- Contribute to the development of the New College Durham implementation of A2C transformation
- Maintain a system for the provision and recording of certification of awards including the creation and provision of Award Certificates, Diploma Supplements and Transcripts as appropriate.
- To assist the Academic Registrar to ensure effective processes are in place for the maintenance of good HE Assessment Board Records

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities



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with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



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Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

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Knowledge & Experience	Assessed by	Essential	Desirable*
NVQ level 3 or equivalent, or 2 A level passes	1	✓	
English and Maths at Level 2 (GCSE/O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Recent, relevant and detailed experience in an Examinations Office of an FE College	1	✓	
Previous recent office experience	1, 2	✓	
Recent FE/HE College or School experience	1, 2	✓	
Good communication skills, telephone and keyboard skills, and the ability to work with others	1, 2	✓	
A working knowledge of JCQ/FAB awarding body administrative systems, policies and procedures	1, 2	✓	
Recent and relevant experience of data input systems	1, 2, 3	✓	
Recent and relevant experience of a student record system, e.g. Unite, EBS, SIMS	1, 2, 3	✓	
Recent and relevant experience in the design and implementation of systems to facilitate data processing	1, 2, 3		✓
Recent experience of managing a budget	1, 2, 3		✓
Skills	Assessed by	Essential	Desirable*
The successful applicant will be able to organise his/her own work, be able to deal confidently and professionally with staff and students in person, by phone or by correspondence	1, 2, 3	✓	
A commitment to resolving problems and to improving his/her own performance	1, 2, 3	✓	
Confidence in the use of ICT	1, 2, 3	✓	
Ability to motivate and manage a team to produce excellent results in a constantly changing environment	2, 3	✓	

Commitment to accuracy	1, 2	✓	
Suitable to work with young people and vulnerable adults.	2, 3	✓	
Recent supervisory/management experience	1, 2, 3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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