



Post Title	Examinations Manager
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	22.5 hours £15,990 - £16,966 per annum (£30,811 - £32,693 pro rata FTE) 37.5 hours £26,649 - £28,277 per annum (£30,811 - £32,693 pro rata FTE)
Hours	22.5 hrs per week (potential for 37.5 hours per week)
Contract Type	0.51896, permanent, term-time only plus 3 weeks
Reports to	Senior leader responsible for examinations
Preferred Start Date	September 2026

MAIN PURPOSES OF THE JOB

- 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
- 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 liaise with the Senior Leadership Team on all matters relating to examinations.
- To manage the recruitment and training of new and existing invigilators.
- To liaise with Reception Staff, Site Team and IT Team regarding the receipt or download of examination materials, and the set-up of examination rooms and provision of technology required for the conduct of examinations and provision of assistive technology for candidates with applicable access arrangements.
- 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

RESPONSIBILITIES OF THE JOB

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Avanti Grange Secondary School regulations, policies, procedures and requirements.

Managing the examinations system

- 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



- Ensure readiness for and 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
- Keep up to date with changes in and updates to examinations policies and requirements, including updates from awarding bodies
- Provide updates and training to Senior Leaders and Subject Leaders relating to examinations

Assessments

- Manage, administer and oversee the conduct 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, practicals and performances, non-examination assessments (NEA) and coursework
- Oversee the conduct of mock/internal examinations, according to the internal school calendar, deciding for invigilation, rooming, timetables, the briefing of candidates and procedures for the conduct of examinations, as well the collection and secure retention of work for resilience arrangements where applicable
- 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.
- Ensure compliance with UK GDPR and the Data Protection Act 2018 with regard to examination data.

Access arrangements

- Working with the SENCo and SEND team, support the provision of 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

Exams cycle - Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use the tools within JCQ's shared services and awarding bodies' online systems and in compliance with awarding bodies' Multi-Factor Authentication (MFA) requirements
- If applicable, ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Identify key dates and deadlines relevant to qualifications taken at the centre
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met
- Create an annual exams plan which includes key tasks and associated dates and deadlines, exam periods, external and internal events impacting examinations and assessments
- Create an annual qualifications plan which provides a comprehensive overview of all qualifications being delivered in the centre that will be examined/assessed during the current academic year



- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ CIS, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the NCN Register update and inform of any changes to centre status
- Manage arrangements to receive, move, check and store question papers and other confidential materials safely and securely at all times and for as long as required in accordance with the regulations (including the completion of required logs)
- Report potential and actual security breaches
- Maintain the centre's secure room and secure storage facility in line with JCQ regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies (where applicable) to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review and annual update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Exams cycle – Entries

- Follow each awarding body's terms and conditions for the registration, entry and timely withdrawal of candidates for their examinations and assessments
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Accurately enter/register each candidate for the qualifications being taken by the relevant entry/registration deadline
- Be aware of awarding body guidance relating to different entry structures and entry rules
- Submit registrations, examination entries, amendments, withdrawals and certification claims by the deadline(s) and comply with the requirements of the specification, including any terminal rules which must be met at the point of certification
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre
- Verify the identity of all students that are entered for examinations or assessments
- Enter candidates under names that can be verified against suitable identification
- Maintain candidate identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Enter candidates using the correct entry code(s) for each qualification
- Check entries before submitting them to the awarding body by involving relevant members of staff in the checking process
- As applicable, submit entries via the centre's Management Information System (MIS)/using the awarding bodies' secure systems
- Check entry information against awarding body entry confirmation/feedback including any warning reports
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies



- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements

Exams cycle - pre-exams

- Recruit, train, evaluate and manage a team of invigilators
- Securely receive/access, handle/move, check and store confidential materials and subsequently remove question papers from secure storage in line with JCQ regulations
- Confirm and publish centre and candidate exam timetables
- Effectively resolve any exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
- Understand JCQ regulations relating to:
 - Starting times for examinations
 - Varying the timetable under certain circumstances (for example, to resolve a timetable clash)
 - Maintaining candidates under centre supervision
 - Dealing with candidates who arrive late or very late for their examination
- Determine rooming for examinations and assessments, and candidates experiencing specific issues, including:
 - Completing a room 'audit' before rooms are allocated to check they are suitable
 - Calculating the number of rooms required
 - Selecting rooms which are appropriate for the type of assessment taking place
 - Considering rooming for candidates with access arrangements or other requirements
 - Considering where candidates will store personal belongings (e.g. bags, mobile phones)
 - Booking rooms well in advance of exams and assessments taking place
 - Liaising with relevant staff
- Create seating plans that show the exact position of each candidate in the exam room in line with JCQ regulations
- Share exam information with candidates, parents/carers, and centre staff ahead of an exam series, including JCQ *Information for candidates* and exam-related information such as:
 - Candidate numbers
 - Exam timetable and exam start times
 - Access arrangements information
 - Exam room posters
 - Exam seating arrangements
 - Role of the invigilator
 - Identification requirements
 - Instructions for personal belongings
 - What to bring for an exam – authorised and unauthorised material
 - Malpractice guidance and warnings
 - Instructions for late arriving candidates
 - Instructions for candidates who are absent/ill on an exam day
 - Contingency sessions
- Inform the JCQ CIS where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders' complete administrative tasks associated with centre-assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation, etc.)



Exams cycle - During examination periods

- Prepare for each exam session to ensure that each examination is conducted in accordance with JCQ regulations and/or awarding body requirements
- Effectively deploy fully trained invigilators to exam rooms in accordance with the requirements
- Ensure procedures are in place to verify the identity of all candidates at the time of the examination
- Manage different types of assessment, including:
 - Timetabled written exams
 - Exams/assessments held in a 'window' of dates
 - On-demand exams
 - On-screen tests
 - Listening exams
 - Speaking tests
 - If applicable, practicals and performances
- Manage exam days, including:
 - Emergency access arrangements
 - Candidates who are ill/distressed
 - Candidates who are absent from an exam
 - Candidates who arrive late/very late for an exam
 - Suspected candidate malpractice
 - Serious disruption in the exam room
- Ensure each exam room is set up in line with JCQ regulations, including seating arrangements/plans, displaying JCQ posters outside the exam room, adding exam information on a board, flip chart or whiteboard, a clock showing the actual time, and removing/covering display material.
- Check and open question paper packets in line with JCQ regulations including conducting and logging a second pair of eyes check before question paper packets are opened
- Manage temporary/emergency access arrangements for eligible candidates as the need may arise during exam time
- Be aware of, and manage, unauthorised items in the exam room
- Deal with emergencies, including an evacuation of the exam room
- Manage unexpected issues or irregularities which may affect the conduct of examinations
- Deal with and support the head of centre in investigating and reporting any cases of alleged, suspected or actual incidents of malpractice or maladministration as required by the JCQ and awarding bodies
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements including the DfE yellow label service/awarding body instructions
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

Exams cycle - Results and post-results

- Possess a detailed knowledge and understanding of JCQ documents and awarding body requirements relating to results and post-results services
- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and grade boundaries and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body requirements
- Effectively use internal and external IT systems to access and manage awarding body results information



- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Issue results to candidates
- Obtain candidate consent prior to requesting post-results services
- Manage and process post-results services requests
- Effectively use secure external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Liaise with exams office staff within Further/Higher Education institutions where required
- Manage and administer the receipt, checking, distribution and retention of examination certificates according to the regulations

General

- To attend relevant meetings and training sessions.
- To assist in such duties and activities relating to the above areas, appropriate to grade, as the Business Support Manager and Head of School shall from time to time reasonably require.
- To deal with correspondence promptly.
- To maintain high standards of confidentiality.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools' Equalities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

PERSON SPECIFICATION

Criteria	Requirement	
	Essential	Desirable
Good general standard of education with qualifications to at least A level standard or equivalent	X	
Degree-level qualification		X
Experience of working in an office and data-driven environment	X	
Experience of compliance with the requirements of regulatory bodies	X	
Experience of examination administration or organisation	X	
Experience of working in a school environment		X
Experience of working with young people		X
Knowledge of examinations regulations or procedures	X	
Knowledge or understanding of school procedures		X
ICT Skills (Intermediate Word, Excel, Microsoft Outlook, PowerPoint)	X	
Excellent analytical and numerical ability	X	
Excellent written and oral communication skills	X	
Good communication and interpersonal skills – working with staff, students and parents/carers	X	
High level of personal organisation, time management and the ability to prioritise tasks, to design and implement efficient processes and to work without close supervision	X	



Self-motivating, and with a commitment to developing professional expertise in the role	X	
Experience of problem-solving, contingency planning and risk management		X
Calm, confident attitude	X	
Ability to work collaboratively as part of a team and to contribute to decision-making and policy design	X	
Knowledge and experience of school MIS Arbor		X
Commitment to promoting and safeguarding the welfare of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the *Child Protection and Safeguarding Policy* on the Avanti Schools Trust website. https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf