



JOB DESCRIPTION

Post Title: Examination Development Officer	
Department: Corporate Core	Post No:
Division/Section Adult Learning Service	Post Grade: 8
Location: Based at the Adult Learning Centre	Post Hours: 37
Special Conditions of Service: The post holder may be required to work outside of normal working hours, for example to carry out invigilation. Mix of agile and based at the Adult Learning Centre.	
Purpose and Objectives of Post: Purpose of post: To take full responsibility for the operation of a specified range of examinations. To act as the primary liaison between the Adult Learning Service and external examination bodies to ensure compliance with the requirements and regulations placed on the FE sector by awarding bodies and the Joint Council for Qualifications (JCQ).	
Accountable to: Head of Adult Learning	
Immediately Responsible to: Assistant Head of Adult Learning	
Immediately Responsible for: Exams Assistant	

Relationships: Internal -

Adult Learning staff

Learners and other users within the building

Senior Managers, Departmental and wider corporate colleagues

External

Learners

Awarding organisations

Other external agencies when required.

Control of Resources:

1 member of staff

Examination budget

Assigned equipment.

Health and Safety for self and contribute to health and safety for other staff/users.

Duties and responsibilities

To implement examination procedures, as determined by the relevant awarding body, and provide advice to staff within the Adult Learning Service on the interpretation of exam regulations, providing a strategic overview to ensure full compliance.

To take overall responsibility for the documentation, organisation, running and conduct of examinations and for the administration of assessment procedures.

Ensure Adult Learning examination procedures and policies are updated annually in line with awarding body regulations and ensure these are cascaded to staff to ensure they are adhered to. Arrange/carry out training where applicable.

Analyse and monitor the examination process and make any necessary improvement, including responses to inspections and audits.

Check the accuracy and approval status of qualifications on offer using appropriate DFE software to ensure they are still relevant and fundable. Ensure any changes are passed on to the Management team accordingly.

Identify and disseminate information on new qualifications to increase opportunities in provision and new programmes of learning. Assist in the preparation of new submissions to gain approval with new awarding bodies or for new qualifications.

Set up and distribute annual internal deadlines to ensure awarding body deadlines are met.

Identify the use of ICT in examination processes in liaison with the Management Information and ILT Support Officer, for example use of secure exam board websites and online testing

Ensure security and confidentiality of learner data (GDPR) and examination materials in accordance with strict awarding body and JCQ regulations in maintained at all times

Use TERMS reporting to ensure all learner registrations and exam entries are completed. Input results onto the TERMS database on receipt of successful outcome or fail. Develop and maintain a central system to track learner assessment and outcomes and follow up any outstanding results to ensure success rates and funding is maximised.

Take lead responsibility for the preparation of the exams timetable and allocation of offsite venues for examinations if applicable.

Arrange for special arrangements where appropriate for learners that require additional support in order to undertake their qualification.

Take responsibility for the effective and efficient operation of all aspects of examinations, including making sure learners are aware of when and where their qualifications take place and that they adhere to strict Awarding Body regulations. Report any case of misconduct accordingly. Ensure that any unexpected exam contingency is dealt with, for example candidate illness, ICT failure, evacuation of building.

Take responsibility in ensuring the checking and processing of registrations, examination entries, results and applying for certification is carried out. Ensure that strict security and confidentiality of exam materials from receipt to despatch is maintained in accordance with awarding body and JCQ guidelines, for example ensuring security of papers when downloading live exam materials.

Ensure applications for re-marks of exam/external assessment are processed if applicable.

Carry out invigilation if required and conduct invigilation training (paper and online) to staff as appropriate. Ensure all invigilation is carried out in line with strict awarding body requirements.

Ensure conformity and integrity of all exams (scheduled, online, remote etc) always. Carry out spot checks to ensure the security of examination material is enforced accordingly.

Deal with regular queries from management, delivery staff and learners relating to Awarding body criteria, qualification details and learner exam entries/certification outcomes.

Ensure that the examination budget is maintained at that all invoices are processed accordingly and on time via corporate systems (Unit 4).

Use the Learner Record System (LRS) for examination purposes in relation to a learners Unique Learner Number (ULN).

Undertake the role of BCS Test Centre Manager if required.

Oversee the work of the Exams Assistant and carry out regular 1-1s and Annual Employee Review.

Carry out general other support functions as and when required.

Maintain effective relationships with external partners or agencies.

Attend promotional events and awarding body workshops if required.

Undertake appropriate training as required, including keeping up to date with corporate e-learning modules.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Bury Council is committed to equality, diversity, and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Wellbeing -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Job Description prepared by:	Sign: Amanda Dixon	Date: 10/5/2023
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



DEPARTMENT FOR CORPORATE CORE SERVICES

Examination Development Officer Adult Learning

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications			
Application and Interview, Test and certificate to be provided	IT qualification to level 2 or above, or conversant with using Microsoft Office packages and or other bespoke software. Educated to level 3 or equivalent.	√	√
Knowledge Skills and Abilities			
Application and Interview	Knowledge and understanding of post 16 funding criteria	√	
Application and Interview	Substantial experience working in an examination role, preferably the FE sector	√	
Application and Interview	Comprehensive knowledge of current examination policies and procedures, preferably with several awarding bodies	√	
Application and Interview	Computer literate – experience of Outlook, Excel, Microsoft word	√	
Application and Interview	Understanding of data protection within an adult learning setting	√	

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Application and Interview	Ability to work unsupervised as well as part of a team and ability to motivate staff	√	
Application and Interview	Ability to play a strategic role in the ongoing development of the examination function	√	
Application and Interview	Strong organisational and administrative skills	√	
Application and Interview	Ability to use initiative, work calmly under pressure to meet tight deadlines and to identify work priorities and organise own workload in order to manage a range of tasks	√	
Application and Interview	Ability to work flexibly, efficiently, and meticulously to achieve a systematic approach to work and achieve a high level of accuracy	√	
Application and Interview	Ability to communicate with a diverse group of learners, acting diplomatically with discretion, always maintaining confidentiality.	√	
Experience			
Application and Interview	Experience of working in a flexible manner and have proven commitment to continuous improvement	√	
Application and Interview	Experience of working within a team or on own initiative	√	
Application and Interview	Experience of using a range of software packages	√	

