

Department:	Education	Section:	Falkland College
Reports to:	Quality Assurance Coordinator		
Grade:	Falkland Islands Government Grade - F	Job Code:	252ERC
Overall Purpose of the Role			
The Examinations Officer is responsible for managing and administering the full examinations and assessment cycle for Falkland College, including internal and external examinations, computer-based assessments, English-language testing and driving tests. The postholder ensures that all examinations are planned, conducted and recorded securely, accurately and in accordance with awarding organisation requirements, relevant policies and regulatory deadlines. The role includes acting as the principal point of contact for awarding organisations, coordinating and training invigilators, maintaining examination systems and records, processing results, supporting external audits and safeguarding the confidentiality and integrity of all examination materials and candidate information.			
Main Accountabilities			
- Responsible for the administration related to all Falkland College external and internal examinations and assessments. - Organise arrangements for examination entries, fees, invigilation, conduct of examinations, storage, security of exam papers and candidate scripts. - Ensure the accuracy of examination entries, receipt of examination material, security, safe storage and confidentiality is in compliance with the examination board requirements - Ensure that all examination deadlines are communicated and met including the completion of coursework and other paperwork to the correct examination standards by teaching staff. - Lead, recruit, induct, line manage & train the team of examination invigilators for both the internal and external examinations to ensure Falkland College meets the examination board regulations. - Be the first point of contact for exam boards and manage other staff access rights on these portals. - Responsible for reporting and actioning all cases of malpractice/maladministration identified to the relevant examination board and appropriate educational establishments. - Responsible for the processing of examination results for learners and to produce centre statistics in examination results for internal monitoring purposes and for publication as required. - Administer English Language testing on behalf of the Customs & Immigration Department. - To organise driving theory and driving examinations, providing feedback as necessary to candidates.			

- Write, maintain and implement procedures relevant to quality assurance and examination requirements ensuring that the examination board policies and procedures are adhered to.
- Participate in exam body external audits including: planning, document provision, one to one audit interviews and following up any audit findings.
- Maintain and enter all exam data in accordance with each examination board (CITB, AAT, ACCA etc).
- Manage and maintain the IT Suite to ensure all hardware and software is up to date and compatible with exam board computer-based testing requirements. This includes management/implementation of software updates, with and without assistance from FIG IT department.
- Provide monthly and annual statistics related to examinations as required.
- Liaise with all examination boards and inform the Quality Assurance Co-Ordinator of any changes or additional facilities required to meet examination board requirements.
- Responsible for the examination process for all GCSE exams within FICS in the absence of their Examinations Officer.
- Undertake other administrative duties as required to assist with the smooth running of Falkland College

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

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Additional Information			
The post holder will have access to confidential, personal information and examination results; therefore he/she must adhere to strict rules of confidentiality at all times. Due to the nature of the role the post holder must be reliable, honest and discreet, must be well motivated to cope with set deadlines and be able to work without close supervision. Attention to detail and accuracy are paramount throughout the examination process and able to prioritise tasks according to essential deadlines. Excellent computer skills and a strong command of the English language are required. The postholder must be confident using a range of examination systems and online portals, installing or coordinating software updates and undertaking basic troubleshooting during computer-based examinations. A high degree of flexibility to work unsociable hours is also required in order to liaise with the UK exam boards, prepare for the release of examination results and to facilitate the early start time of some examinations in accordance with the exam board requirements. Falkland College is subject to an annual audit by the various examination boards and other awarding bodies, in order for the College to maintain its accreditation, it is essential that records are accurately maintained and procedures are adhered to and updated regularly. The post holder must be pro-active in their approach to the workload, it is imperative that the post holder stays abreast of annual procedural and document updates from exam boards. The officer must be familiar with the exam board requirements to enable the post holder to act as first point of contact for all exams related queries. This position requires maturity and sensitivity as the post-holder is in regular contact with customers, some of whom have SEND. This post holder will be subject to a Criminal Records Check, due to the nature of the work.			
Criminal Record Checks: (This post is regarded as a sensitive post)			
All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.			

Person Specification:	Examinations Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 5 years clerical/administrative experience or working in an Educational establishment.	✓		I
A high level of computer literacy with the ability to use a range of software. And be confident in managing software updates, and troubleshooting software errors.	✓		I/R
Excellent organisational, interpersonal and communication skills	✓		I/R
Methodical with attention to detail and the ability to enter data accurately	✓		I/R
Ability to prioritise own workload, work to strict deadlines and use initiative effectively	✓		I
Ability to write clear and concise procedures to summarise complex information clearly and accurately		✓	A/I
Experience of examination invigilation		✓	I/R
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Sensitivity to the needs of learners with Special Education Needs and Disabilities	✓		A/I/R
Ability to maintain a high degree of confidentiality	✓		A/I
Maturity and the ability to use initiative at all times	✓		A/I/R
Evidence of successfully working collaboratively within a team	✓		A/I/R
Strong team player, works well with others	✓		A/I/R
High degree of integrity and honesty	✓		A/I
Willingness to undertake relevant specialist training	✓		I
Flexible regarding working hours	✓		I/R

Person Specification:	Examinations Officer		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
GCSE Grade C/4 in English & Maths or equivalent Level 2 Qualification	✓		A
High command of English language if English is not your first language e.g. IELTS level 5.5-6.5 or APTIS grade B2	✓		A/I
NVQ Level 3 qualification in a relevant subject	✓		A
GCSE Grade C in ICT, ICDL or equivalent	✓		A
Current Manual Driving Licence	✓		A/I
In date Safeguarding Qualification		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other