

<b>Job Title:</b>	Exams Assistant
<b>Department:</b>	Exams
<b>Responsible for:</b>	N/A
<b>Purpose of job:</b>	To provide administrative support to the existing Exams Team. To maintain compliance of exam regulations.

### **Main tasks and responsibilities:**

#### **1. Support the Exams Manager and Co-ordinator as follows:**

- a) Registering of learners with awarding bodies
- b) Booking of exams and assessments
- c) Processing results claims
- d) Dispatch of exam materials
- e) Research and log key assessments dates
- f) Planning and rooming of assessments
- g) Supporting with delivery of Commercial assessments
- h) Supporting with planning and delivery of T Levels
- i) Providing office cover throughout the Summer, out of term time, as per JCQ regulations

#### **2. Exam Security**

- a) Log, store and maintain security of exam materials
- b) Transport secure materials between sites
- c) Ensure all assessments are delivered in compliance with JCQ and other awarding body requirements

### **3. General office duties**

- a) Dealing with queries via email, phone and in person
- b) Maintaining / restocking of exam resources and invigilation boxes
- c) Dealing with awarding body queries
- d) Provide cross-site Exams support (MS, PR and Commercial)
- e) Dispatch of certificates

### **4. Invigilation**

- a) Provide Invigilation support where required
- b) Provide troubleshooting and support for computer-based assessment
- c) Provide support, guidance and training to the existing Invigilation team