

JOB DESCRIPTION

(at July 2019)

Job Title: EXAMINATIONS OFFICER – END POINT ASSESSMENT

Responsible to: Head of Quality Improvement and Innovation – Employer Engagement

Main Purpose: To co-ordinate the registration, booking, smooth running and administration of all Apprenticeship End Point Assessments (EPA). Liaising with End Point Assessment Organisations (EPAO), Programme Managers and Programme Leads in respect of EPA requirements, entries, results and communications, ensuring the College adheres to all stakeholder regulations.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. To register students with the relevant End Point Assessment organisations, liaising with College staff as appropriate. Work closely with the CIS team to maintain consistency of student data.
2. Verify and approve EPA Gateway entry forms and checklists, process EPA fees, prepare invoice details for employers, sponsoring bodies etc., where necessary, to be raised by finance section and prepare recharge forms as required.
3. Ensure End Point Assessment paper exams and stationery are received for each assessment, issued securely to relevant staff. Collect, collate and despatch scripts for marking, in accordance with procedures laid down by End Point Assessment Organisations. Ensure they are held in conditions of security before and after each assessment episode.
4. Process requests for online and on demand tests, liaising with Programme Delivery Teams to arrange suitable dates, times and locations (including off site). Using secure websites, order, verify and download tests. Resolve technical queries referring to IT Support if necessary.
5. Prepare packs for invigilators for each End Point Assessment ensuring that the correct documentation and any other necessary equipment or information required is included. Respond to queries from invigilators during the End Point Assessments.
6. Maintain current information regarding all End Point Assessment within a secured online area, ensuring that timetable for EPA is updated and accurate at all times.
7. Arrange amanuensis or other special provision for candidates where necessary.

8. Check and distribute results to staff, prepare certificates for despatch and resolve any queries.
9. Respond to requests for EPA forecasting, queries relating to EPA entry arrangements, conduct, fees, requests for remarks, registrations, etc.
10. Adhere to the Risk Management Policy and notify your line manager of any identified risk.
11. Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
12. Undertake any other duties as directed by the Principal or by delegated authority.

Person Specification

Essential	Desirable	Evidence
<p><u>Qualifications:</u> Educated to a minimum of Level 3</p>	<p><u>Qualifications:</u> Business Administration</p>	A, I
<p><u>Knowledge/Skills</u> Understanding of Apprenticeship programmes</p>	<p><u>Knowledge/Skills:</u> Working with End Point Assessment Organisations</p>	A, I
<p>Good communication</p>		A, I
<p>Strong IT Skills</p>		A, I
<p><u>Experience:</u> Strong experience of working within office administration.</p>	<p><u>Experience:</u> Experience of examination administration within an education environment</p>	A, I
<p>Experience of working with a wide variety of people in a professional capacity</p>		A, I
<p><u>Personal Qualities:</u> An organised, methodical and flexible approach to work.</p>	<p><u>Personal Qualities:</u> Ability to work autonomously</p>	A, I
<p>Meticulous attention to detail.</p>		A, I
<p>The ability to work well under pressure.</p>		A, I
<p>Able to use own initiative</p>		A, I

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Hours of work: 37 hours per week. Normal office hours: Monday to Thursday 8.30am to 5pm and Friday 8.30am to 4.30pm.
2. New appointments to the College are subject to a twelve month probationary period.
3. Holidays: 24 days per annum plus public holidays - rising to 29 days on completion of 5 years service.
4. Contributory pension scheme with Local Government Pension Scheme run by Suffolk County Council.
5. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. The job description is current at the date shown, it may change from time to time in negotiation with the post holder.

Further Information

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.