

THE ROLE OF THE EXAM OFFICER

The Exam Officer is the principal person responsible for the administration of examinations.

General Duties include:

- Organisation and dissemination of the Exam timetable
- Organisation of accommodation and personnel (exam invigilators) for exams
- Organisation of all exam papers: receiving them from exam boards, distribution for the exam itself, collection following the exam, forwarding to the exam board
- Other liaison with the Awarding Body/Exam Board
- Ensuring everyone involved is aware of deadlines and ensuring these are met
- Providing training for invigilators
- Providing legal posters during exams; and ensuring everyone involved is aware of potential malpractice

Access Arrangements duties include:

- Working with the SENCO to ensure all the paperwork is in place before application for access arrangements
- Working with the SENCO when entering applications online
- Ensure application for access arrangements is made before the deadlines
- Keeping and updating all access arrangements files ready for inspection
- Organisation of the accommodation and personnel for access arrangements, e.g. separate invigilation, reader, scribe, prompt, laptop
- Working with the SENCO to ensure subject-specific access arrangements
- Working with the SENCO to collate evidence of use from previous exams
- Training with the SENCO for reader/scribe/prompt
- Liaison with exam boards, in partnership with the SENCO, in exceptional circumstances (e.g. where there is an application for 50% extra time)
- Ensuring that candidates are aware of their access arrangement and how their exams will be impacted (e.g. where they will be held) in good **time**

Exams Officers do not:

- Make decisions regarding exam access arrangements
- Give exam access arrangements or make special considerations without the prior knowledge of the SENCO
- Give exam access arrangements which have not been agreed with the SENCO and approved by the JCQ/Awarding Body
- Complete the Form 8

NOTE:

- **JCQ Inspectors who visit centres may ask to see evidence relating to ANY candidate who has access arrangements**

