

Exams/Data Assistant

JOB DESCRIPTION

The work of this role will naturally evolve depending on the person appointed. The role will include some or all of the following

Exam Work

- Collection of early numbers for exam boards.
- Entering and amending candidates for GCSE, GCE, AVCE, Key Skills exams.
- Arranging seat plans on the computer
- Editing and updating Syllabus and Component details
- Down loading base data from internet
- Liaise between exam boards and the school
- Running reports e.g. student timetables, entry check sheets.
- Setting up exam venues.
- Help at the start of exams.
- Help to check exam papers and organise them in storage (SATs, GCSE and GCE).
- Checking papers prior to sending to the board.
- Help with distribution of certificates.
- Organise exam certificates for Presentation Evening.
- Help on results day, sorting statement of results and giving out to students
- Organising invigilators.
- Preparing invigilator timesheets.

Other Duties

- Helping to organise and set up CATs test.
- Checking CATS test sheets prior to return to NFER.
- Liaison between NFER and school.