



## Section 1 - Description

**Job Title:** Examinations Administrator

0.6 FTE

Permanent

**Grade:** Grade 3 - £14,935.84 pro rata (£24,893.06FTE)

**Location:** Glasgow

The College has introduced hybrid working which enables employees to work from both their home and in the College. As part of this arrangement, employees will be required to spend at least 50% of their working time in the College, with the days being subject to the needs of the business.

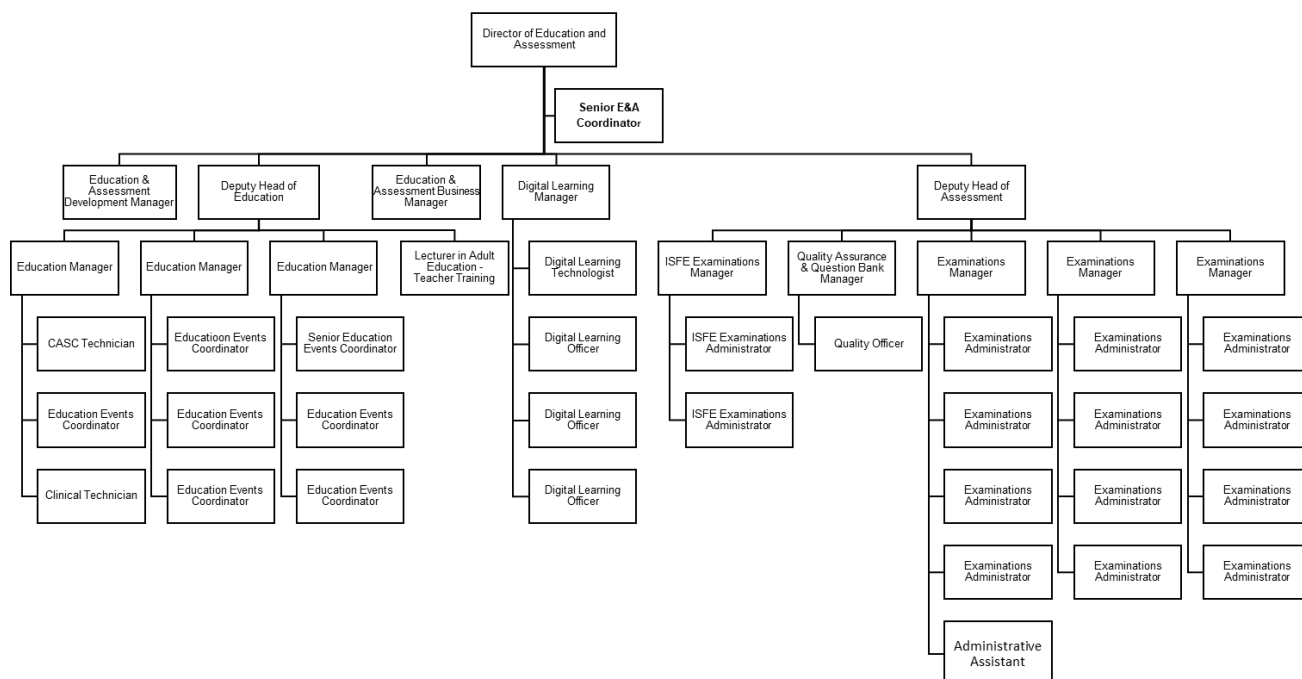
**Reports to:** Examinations Manager

**Date:** April 2024

## Section 2 - Job Purpose

Reporting through the Examinations Manager to the Deputy Head of Examinations and Director of Education and Assessment, the Examinations Administrator provides an examination administration service for postgraduate medical, surgical and dental examinations. The post-holder will be allocated to the dental, medical or surgical examinations team, depending on examination allocation but will work across the Unit as necessary. A clear grasp of the full range of examination requirements, in the context of national assessment standards, needs to be developed. The role involves planning and working both independently and as a team member, and requires strong organisational skills and attention to detail.

## Section 3 - Organisation Chart



## **Section 4 – Job Dimensions**

- No direct budgetary or people management responsibility
- Administration of 3-6 examination diets per annum, including both online and face-to-face examinations
- Management of up to 500 candidates per annum
- Communication with up to 100 examiners per annum

## **Section 5 - Main Responsibilities and Role**

- Deliver selected examinations as agreed with the Examinations Manager, undertaking all aspects of examination administration, including:
  - Process candidate applications and payments, ensuring compliance with Examination Regulations and College or Intercollegiate policy, initiating and maintaining records on the College's management information system
  - Administer examiner applications, terms of appointment and training, ensuring compliance with Examination Regulations and College or Intercollegiate policy, initiating and maintaining records on the College's management information system
  - Prepare examination cost projections to support Unit financial management
  - Organise venues for hosting written and clinical examinations, liaising with venue contacts to ensure all requirements are met
  - Administer all aspects of the conduct of examinations relating to examiners, candidates and invigilators, in accordance with relevant regulations
  - Organise examiners and invigilators for written and clinical examinations, initiating and maintaining records, making travel and hotel arrangements as required
  - Input and check candidate and examiner data within the online examination system
  - Produce all relevant examination paperwork for candidates and examiners
  - Maintain question banks for examinations, working with Faculty to create examination papers, including clinical images, as appropriate
  - Arrange provision of resources for examinations, including equipment (materials and specimens) and actors/patients/surrogates
  - Attend examination centres as required taking lead administrative responsibility, or providing administrative support to colleagues, in the running of the exam on the day. In conjunction with the lead Clinician(s), ensure the exam is delivered on the day in line with College policies, procedures and exam regulations
  - Prepare examination results for review in advance of publication, complying with standard examination practice
  - Arrange required payments to external venues, invigilators, examiners, actors, patients and assessment centre staff ensuring compliance with College financial procedures
  - Prepare Diploma notifications and pass lists, liaising with external authorities as required
- Organise marking of candidate examination responses, as appropriate
- Handle all enquiries from candidates and examiners, and relating to candidates, examiners and examinations in compliance with current legislation (e.g. GDPR)
- Provide administrative support for other examinations or activities in the Examinations Unit, attending external centres as required.
- Organise script marking days, standard setting and adjudication days in support of exams
- Promote and publicise examinations, including ensuring currency of Examination webpages

## **Section 6 – Planning and Organising**

Planning for an examination is highly proactive, involving excellent planning and organisational skills.

- The ability to plan and work both independently and as a team member is essential
- Possession of the confidence and adaptability to work with senior personnel
- The majority of the planning and organising responsibilities for an exam will lie with the Examinations Administrator
- During the exam organisation process, and at exam delivery, the Examinations Administrator must be able to anticipate issues and utilise their initiative and problem solving abilities, working with their Manager as appropriate, to resolve short notice issues and which could cause potential disruption to the usual planning and organisational process

## **Section 7 – Decision-Making**

The Examinations Administrator must prioritise their own workload, and is responsible for making a large number of the decisions that are necessary for the organisation of an examination.

- The Examinations Administrator must work proactively, making decisions in line with examination regulations, procedures and past practices, essential to the planning process as appropriate
- The Administrator must be aware of various lines of reporting (e.g. through Managerial and Governance structures) ensuring that their line Manager and relevant parties are involved in decision making as appropriate

## **Section 8 – Knowledge, Experience and Skill Set Required**

### **Knowledge:**

#### *Essential:*

- Educated to a degree level or equivalent (i.e. educational achievement plus working experience)
- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential, as is a familiarity with modern office and IT systems
- Knowledge of relevant legislation (e.g. GDPR)

#### *Desirable:*

- Understanding of the Medical/Educational/Public sector or not-for-profit environment
- Knowledge of quality assurance and maintenance of standards in relation to examinations

### **Experience:**

- Relevant administrative experience of 3 years' duration is essential
- Demonstrable experience of organising examinations or events including; all logistical arrangements as well as examiner engagement and marking/results processing is desirable

### **Skill Set:**

- Strong planning and organisational skills
- Ability to work to strict timescales in order to meet deadlines

- Attention to detail
- Ability to interpret detailed Regulations
- Efficient flexibility
- Proficiently proactive and reactive
- Strong team-worker
- Excellent communication skills
- Good interpersonal skills
- Customer focussed and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner

## **Section 9 – Job Context and Special Features**

- Provide administrative support to Examination Boards as required, including minute taking
- Establish and maintain working relationships with intercollegiate partners, collaborating in the running of examinations as required
- Additional hours need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations. Meetings may require attendance in the evening and exams may require early morning attendance at centres and/or later finishes.
- The post holder may be required to travel within the UK and internationally, therefore periods away from home are necessary.