Role Description: Examinations Officer

The Examinations Officer is responsible to the Director of Student Education, on behalf of the Head of School, for the development, organisation and management of the assessment policy and practices within the School.

The principal duties of the Examinations Officer are:

• Ensuring the School’s Code of Practice on Assessment is accurate and readily available to all staff, students and external examiners;
• Ensuring staff are aware of and comply with all deadlines for the setting of assessments and the return of marks;
• Monitoring the work of the staff supporting the School’s assessment processes;
• Ensuring that the School’s external examiners receive accurate and timely information and documentation;
• Ensuring that the School’s Board of Examiners meetings are held in accordance with University and School policy;
• Liaison with the University’s Examinations Office on academic matters relating to assessment.

Within the School of Mathematics the following applies:

The Examination and Assessment Tutor works closely with the Director of Student Education and the School Education Service Manager, and is a member of the School’s Taught Student Education Committee, as well as the Special Cases Committee. The Examination and Assessment Tutor is responsible for the smooth running of all processes related to assessment, examinations, and degree classification. These include:

• Annual updating and implementing the School’s Code of Practice on Assessment, including plagiarism policy.
• Setting of all dates and deadlines for examination procedures, including submission deadlines for exam papers, together with the School Education Service Manager, and ensuring compliance with deadlines.
• Overseeing the production of memos and information for all Internal and External Examiners.
• Ensuring the web information on examination and assessment for students and staff is accurate and updated.
• Ensuring the timely appointment of External Examiners.
• Corresponding with External Examiners on academic matters.
• During the exam periods:
  o Updating and enforcing the School’s calculator policy.
  o Responding to exam queries, problems, and complaints.
• Chairing of the School’s Examination and Monitoring Group meetings, ensuring all necessary documents are prepared, and decisions are carried out.
• Working closely with the School Education Service Manager to ensure that all necessary documentation is presented to the External Examiners.
• Chairing of the School’s Boards of Examiners and working with the School Education Service Manager to ensure that data and information is presented accurately.
• Preparing of the School’s response to the External Examiners’ reports.
• Assist the Head of School to determine prize and scholarship winners.
• Initial handling of cases of suspected plagiarism and suspected cheating.
• Work with the Director of Student Education in preparing responses to appeals related to assessment, examinations and degree classifications.
• Report to and prepare relevant documentation for the School’s Taught Student Education Committee.
• Implement changes in the University’s policies connected to assessment, examinations and degree rules.