



## AMPLEFORTH COLLEGE

### ASSISTANT EXAMINATIONS SUPERVISOR

#### **Job Description**

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To support the Senior Examinations Officer in the planning, administration, and delivery of all internal and external examinations. The Assistant Examinations Supervisor will help ensure that all examinations are conducted in accordance with current **JCQ regulations, Cambridge International regulations**, and awarding body requirements, while maintaining the integrity, security, and fairness of the examination process. The role requires flexibility to meet the needs of the examination cycle; however, working hours will be planned and communicated in advance.

Carrying out duties in the most cost-effective and efficient way, you will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

#### Key Responsibilities

##### **Examination Administration**

- Assist in the organisation and administration of internal, mock, and public examinations.
- Support examination timetable preparation and room allocation.
- Prepare examination materials, stationery, attendance registers, seating plans, and candidate documentation.
- Assist with the distribution and collection of examination papers and scripts.
- Maintain accurate examination records and documentation.
- Support the administration of access arrangements.

##### **Examination Venue Management**

- Assist in the preparation of examination rooms in line with JCQ and Cambridge regulations.

- Ensure examination venues display the required notices and information.
- Verify that clocks, seating plans, candidate identification arrangements, and examination materials are in place before examinations commence.
- Check that examination rooms remain secure and compliant throughout each session.

### **Invigilator Supervision**

- Prepare the training, induction, and deployment of invigilators.
- Prepare the maintenance of invigilator records, training logs, and compliance documentation.
- Brief invigilators on examination procedures and regulatory updates.
- Provide guidance and support to invigilators during examination sessions.
- Monitor invigilator performance and report concerns to the Senior Examinations Officer.

### **Conduct of Examinations**

- Actively supervise examinations, ensuring candidates comply with examination regulations.
- Ensure examinations are conducted in accordance with JCQ Instructions for Conducting Examinations (ICE) and Cambridge International regulations.
- Record and report examination incidents, irregularities, malpractice concerns, and breaches of regulations.
- Assist with candidate identification and attendance verification.
- Support the implementation of emergency evacuation and contingency procedures where required.

### **Compliance and Security**

- Maintain the confidentiality and security of examination materials at all times.
- Ensure examination papers and candidate scripts are handled, stored, and transferred securely.
- Keep up to date with JCQ, Cambridge International, and awarding body regulations.
- Undertake required annual training and professional development, inclusive of College mandatory training
- Promote safeguarding, health and safety, and data protection requirements within all examination activities.

**Direct Resources Managed**

Staff: N/A

Budgets: N/A

**Line Manager**

Senior Examinations Office

**Counter-signing Officer for the annual Professional Review**

Deputy Head Academic