



**Christ the
Redeemer College**
L o n d o n

Job Description

Job title: *Exams and Assessment Officer*

Summary of Main purpose:

The main purpose of the role is to provide support to the academic office in relation to all aspects of examinations and Assessments and to undertake duties in relation to: Admissions support processes, Assessment questions, assessment schedules and assignment briefs, Reasonable adjustments, Assignment Submissions, Presentation-based assessments, examinations, academic offences, mitigating circumstances claims and extension requests, Internal and External Assessment Boards, result letters, suspension of studies, Policies related to assessment, progression and awards in liaison with lecturers, module leaders and heads of Schools.

Department: *Academic Office | Registry*

Location/Branch: *CRC Main Campus, 23 Village Way East, Rayners Lane. HA2 7LX*

Position reports to: *Academic Director*

Position is responsible for: *None*

Length of contract: *Permanent*

Salary: *£23,400 - £24,000 / annum Pro rata.*

Main duties

Admissions:

1. Provide advice to the admissions officer in relation to applicants who are requesting recognition of prior learning as part of their application
2. Upon admission to the College, work with the student seeking RPL to ensure that the necessary documentation is prepared for the awarding organization and submit the RPL request
3. Work with the admissions officer to identify any students who may require reasonable adjustments to be made in relation to assessments during their programme of study (for example due to learning difficulties such as dyslexia, a disability, chronic / ongoing health problems, personal circumstances etc).

Assessment questions, assessment schedules and assignment briefs:

4. Agree the assessment questions with tutors at the end of one academic year in advance of the next one
5. Check proposed assignments questions to ensure that they are compliant with the assessment methods stated on the respective module data set
6. Send the (internally agreed) assessment questions to the external examiner (in the case of university-validated programmes or the relevant awarding organisation) for review / approval
7. Create a College-wide assessment plan & schedules ahead of the start of the new academic year to include all assessment deadlines, including original submission dates, late submission dates and resubmission dates
8. Prepare all assignment briefs for upload onto the VLE in advance of the new academic year
9. Prepare assessment schedules for each cohort of students and upload this onto the VLE in advance of the new academic year
10. Create submission boxes on Turnitin in advance of the new academic year

Reasonable adjustments:

11. Prepare individual assessment schedules for those students for whom there are agreed reasonable adjustments in place
12. Notify student support officers and tutors (at the start of each term) of any reasonable adjustments they need to be aware of, such as when invigilating examinations or marking assignments (dyslexia).

Assignment submission

13. Check the VLE / Turnitin the next working day following each assignment deadline
14. Notify all students who have failed to submit an assignment that they have not done so (and that they must now use the late submission box on Turnitin)
15. Notify tutors/assessors that they have assignments that are due to be marked and remind them that they have 10 days in which to complete the first marking of assignments (as part of the College's 15-day marking/feedback policy)
16. Notify student support officers of the students who have failed to submit assignments on time so that they can reach out to individual students
17. After 10 days, notify the second marker / IQA that they have work to review (within 5 days) before the grades and assessment feedback are automatically released (via Turnitin) to students
18. If there is any delay in either first markers / assessors or second markers / IQAs undertaking their role, notify the Head of School and Academic Director so that this can be remedied immediately
19. Capture the agreed marks from the VLE / Turnitin and prepare the module marksheet in preparation for the relevant assessment board, alerting the student support officers where non-submission issues remain

Presentation-based assessments

20. Ensure tutors use the correct documentation (marksheets, etc) when organising student presentations.

Examinations

21. Prepare and print examination papers.
22. Ensure exams are invigilated according to the College's policies and procedures.
23. Ensure the examination papers are collected, marked and that any students who were absent on the original examination date are provided with a rescheduled examination date.

Academic offences

24. Where tutors raise concerns about possible academic offences, liaise with the tutor to ensure that an investigative meeting is held to determine the facts of the case

25. Attend and take minutes at the meeting (which is to be led by the tutor) and send a follow-up letter to the student.
26. Where the allegation is proven, write to the student to notify them of the penalty.
27. Maintain the College's register of proven academic offences

Mitigating circumstances and extension requests

28. Act as the primary point of contact for students seeking extensions due to mitigating circumstances
29. Process the extension request forms, checking that the necessary evidence has been submitted and liaising with the student and student support officers to ensure that it is provided
30. Approve or reject each request, ensuring that the College's policies (in respect of each awarding organisation) are implemented fairly and transparently.
31. Agree revised submission dates with each student.
32. Maintain the College's register of extension requests
33. Notify the relevant tutors of those students who have extensions in place
34. Check the VLE / Turnitin the next working day following each revised assignment deadline to ensure that the student's work has been submitted
35. Notify the respective tutor / assessor that additional assignments are ready for marking

Internal and External Assessment Boards

36. Prepare an agenda ahead of each internal assessment board and circulate this in advance to those who are required to attend the meeting
37. Liaise with the respective external examiner to ensure that they have the correct access to the VLE to be able to review the marks for the modules / units that are due to be reviewed at the board
38. Prepare the relevant marksheets ahead of each assessment board
39. Take minutes of the assessment board
40. Send copies of the marksheets and minutes to the university
41. Follow-up with external examiners to ensure that they have sent any required reports to the university
42. Answer any queries that are raised following the submission of marksheets
43. Attend the external assessment boards and present the marks
44. Ensure any matters that require a chair's action are submitted / processed following the board
45. Ensure that all assessments that have been referred / need to be recovered are recorded

Results letters

46. Following each assessment board, prepare results letters to be sent to each student
47. Where the university / awarding organisation has determined that a student cannot progress or must retake the year, liaise with the student support officers to ensure that the student is informed and that the necessary actions are taken
48. Where a student has been granted conditional progression with one or more modules to recover, ensure that the student understands which assignments they need to resubmit, the relevant deadlines and that they are enrolled in the necessary modules on the VLE to enable them to access the required Turnitin submission boxes

Suspension of studies

49. Where a student decides to suspend their studies, liaise with the student support officers to ensure that they complete a suspension of studies form
50. Notify the university of the student's decision
51. Notify the College's SLC administrator of the student's decision
52. Maintain the College's register of withdrawals and suspension of studies

Policies related to assessment

53. Ensure all policies related to assessment are implemented fairly and transparently by all staff
54. Ensure all policies related to assessment are updated in accordance with the review period specified on each policy
55. Ensure the most up-to-date policies are uploaded to the VLE and that all staff and students have access to these policies

Archiving Student Records

56. Ensure a robust archiving of all relevant lecture recordings and an efficient retrieval system.
57. Ensure all processes relating to archiving of all student records are effectively implemented.

The list is not exhaustive, and tasks may be amended, added or removed in response to changing requirements or in line with the skills and experience of the post holder.

THE DEPARTMENT

This is an exciting opportunity to be part of the core professional team within the CRC Academic Office. The post holder will provide high quality services for the various schools and deliver a range of core activities as stated in the Job description.

PERSON SPECIFICATION

It is important that anyone employed by Christ the Redeemer College is in alignment with the aims and objectives of the college available on website.

The successful candidate will be a confident individual who will work closely with both the student and academic community. Applicant will need to demonstrate excellent communication and interpersonal skills and be highly motivated to operate in a dynamic and busy environment, while maintaining the highest standard of customer service. Previous experience in a higher education environment or being educated to degree level is essential.

FACTOR	ESSENTIAL	DESIRABLE
Qualifications <ul style="list-style-type: none">- (Relevant Formal Academic qualification & Professional Training)	X	
Relevant Knowledge & experience: <ul style="list-style-type: none">- Working knowledge of Microsoft office.- Experience working with higher education.- Attention to details	X	
Aptitude, skills and abilities (Admin, IT & Comms)	X	
Personal attributes: <ul style="list-style-type: none">- Enthusiastic, Proactive & uses initiative.- Ability to work in a changing and flexible environment		X
Competencies relevant to the role		X

Last updated: December 2021

Date of next review: tbc