



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

Exams and Assessment Officer

(Post Reference: CRC 019)

Salary Scale: £24,000 – £25,000 Per Annum/Pro Rata

ABOUT THE COLLEGE

Christ the Redeemer College (CRC) London is an academic institution established by the Redeemed Christian Church of God. We are a leading provider of vocational and higher education located in Harrow, London. **CRC** was founded in 1998 as Christ Redeemer Bible College originally located in the South-East of London and the purpose of the college was to train ministers for the Redeemed Christian Church of God.

At CRC we are dedicated to the training of men and women from a wide range of backgrounds to become leaders that serve people with quality and distinction, whether within ministry, business or in public service. We are a partner college of Newman University, Birmingham. The Main Campus is located at the College's own facilities at 23 The Village Way East, Rayners Lane, London. HA2 7LX and 2 other campuses at Ilford and Croydon.

Our education foundations are built on Christian Ethos though with a global commitment of empowering all students from every background to be able to grow and excel in a conducive environment. Our student body is diverse, including many under-represented and disadvantaged groups such as mature students and students from low-participation neighbourhoods.

CRC is committed to educating individuals to become church leaders, counsellors, health and social care professionals, qualified business leaders, community leaders etc. who can clearly understand and address the unique assets and needs of their communities. As communities are strengthened through strong leadership, they become more engaged within their immediate communities and can drive sustainable change. CRC's programmes equip leaders to change lives, revitalize congregations, and transform business and communities. Although CRC's primary focus has been its work with pastors, theological students, and church leaders, over the years, its programmes have also expanded to educate individuals to engage in business management studies, community development, health and social care.

CRC MISSION AND VISION

The CRC mission is to provide high quality, high value education to advance the leadership, ministerial and professional aims of our students in a competitive and dynamic global environment. Our aim is to offer the most positive learning experience possible in a setting that encourages and fosters friendliness and positive social engagement.

We seek to provide an engaging learning environment that fosters community and at the same time allows for individuality among the diverse student body. Our approach to training is targeted towards preparing students to become leaders in their chosen field of endeavour in business, employment or Christian ministry. CRC is also committed to training men and women, young and old, to communicate the Christian faith in a contemporary environment and to be effective leaders and witnesses in the 21st Century world.

CORE VALUES

Our core values lie in our wholehearted commitment to our students, staff and stakeholders, and our constant efforts to improve in all we do. Our approach is inclusive; we celebrate diversity and will tirelessly strive to enhance the life opportunities that a good education provides for our students. CRC aims to be both financially and environmentally sustainable, seeking always to reinvest our resources to enhance:

- the student experience.
- our research capacity.
- our engagement with the public, business and Christian community.
- our commitment to our local communities and
- our commitment to provide a learning environment underpinned by Christian ethos.

We will be decisive and focused on all we do, and plan with a realistic ambition founded on our strong progress to date and will:

- embrace challenges and seize opportunities
- expect and celebrate creativity and excellence
- act responsibly and with integrity
- show determination, resilience, ambition and adaptability
- work together to deliver our Vision

STRATEGIC AIMS

Our strategic aims are gathered together under headings that reflect both our vision and values. These are:

- To enhance teaching and learning and the student experience
- To grow our research provisions
- To build a robust College community
- To collaborate with external partnerships
- To build robust sustainability.

Job Title:	Exams and Assessments Officer
Department:	Academics and Registry
Reports To:	Registrar
Location:	CRC Main Campus, 23Village Way East, Rayners Lane. HA2 7LX

About the Role

Job Summary

The role will be a part of the core professional team within the CRC Academic and registry 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 below.

In this role you will provide support to the academic office in relation to all aspects of examinations and Assessments in relation to enrolment and registration, internal and External assessment boards, management of student status and course data on Quercus, mitigating circumstances claims and extension requests, advice and guidance to students and staff on our regulations and support open days and graduation events. Policies related to assessment, progression and awards in liaison with lecturers, module leaders and heads of Schools. In all aspects of the role, you will be working with a wide and diverse range of colleagues and key stakeholders.

Job Description

Admissions

- Provide advice to the admissions officer in relation to applicants who are requesting recognition of prior learning as part of their application.
- Upon admission to the College, work with the student seeking Recognized Prior Learning (RPL) to ensure that the necessary documentation is prepared for the awarding organization and submit the RPL request.

Assessment Schedules and Briefs

- Agree the assessment questions with tutors at the end of one academic year in advance of the next one.
- Check proposed assignments questions to ensure that they are compliant with the assessment methods stated on the respective module dataset.
- Send the (internally agreed) assessment questions to the external examiner (in the case of university-validated programmes or the relevant awarding organization) for review / approval.
- 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
- Prepare all assignment briefs for upload onto the VLE in advance of the new academic year.
- Prepare assessment schedules for each cohort of students and upload this onto the VLE in advance of the new academic year.
- Create submission boxes on Turnitin in advance of the new academic year.
- Prepare individual assessment schedules for those students for whom there are agreed reasonable adjustments in place.

Assignment Submissions

- Check the VLE / Turnitin the next working day following each assignment deadline.
- Notify tutors/assessors of assignments due to for marking and reminder that they have 10 days to complete the first marking of assignments (as part of the College's 15-day marking/feedback policy).
- Notify student support officers of the students who have failed to submit assignments on time so that they can reach out to individual students.
- After 10 days, notify the second marker of the work to review (within 5 days) before the grades and assessment feedback are automatically released (via Turnitin) to students.
- If there is any delay in either first markers / assessors or second markers / Moderator undertaking their role, notify the Head of School so that this can be remedied immediately.
- 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.

Exams and Presentation Based Assessments

- Prepare marksheets and Ensure tutors use the correct documentation (marksheets, etc) when organising student presentations.
- Ensure exams are invigilated according to the College's policies and procedures.
- 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

- 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.
- Maintain the College's register of proven academic offences.

Mitigating Circumstances and Extension Requests

- Act as the primary point of contact for students seeking extensions due to mitigating circumstances.
- 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.
- Approve or reject each request, ensuring that the College's policies (in respect of each awarding organisation) are implemented fairly and transparently.
- Agree revised submission dates with each student.
- Maintain the College's register of extension requests.
- Notify the relevant tutors of those students who have extensions in place.
- Check the VLE / Turnitin the next working day following each revised assignment deadline to ensure that the student's work has been submitted.
- Notify the respective tutor / assessor that additional assignments are ready for marking.
- Maintain the College's register of proven academic offences.
- 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.

- 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.

Exams and Presentation Based Assessments

- Prepare an agenda ahead of each internal assessment board and circulate this in advance to those who are required to attend the meeting.
- 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.
- Prepare the relevant marksheets ahead of each assessment board.
- Take minutes of the assessment board
- Send copies of the marksheets and minutes to the university
- Follow-up with external examiners to ensure that they have sent any required reports to the university.
- Answer any queries that are raised following the submission of marksheets.
- Attending the external assessment boards and present the marks.
- Ensure any matters that require a chair's action are submitted / processed following the board.
- Ensure that all assessments that have been referred / need to be recovered are recorded.

Policies related to assessment

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

Person Specification

It is important that anyone employed by Christ the Redeemer College is in alignment with the aims and objectives of the college. The successful candidate will be a confident individual who will work closely with both the student and academic community. Applicants 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.

The ideal person will be educated to degree or equivalent, preferably have Higher Education experience, have an excellent track record working in Exams and Assessment environment, experience and involvement in student records systems and the ability to analyse and solve problems, be proactive and motivated to achieve high standards. Will have excellent interpersonal and team working skills and be able to engage at all levels in an organisation.

The Post holder should be prepared to always provide a hands-on approach, able to respond swiftly to unforeseen demands at short notice while also working as a team. The postholder must also be prepared to adopt a flexible approach to their work and able to switch readily between tasks. Where required, occasionally provide specialist support and advice to students referred by the front office desk and academic colleagues, usually on issues relating to College regulations, procedures, and services

Procedure For Application

To apply for this, applications should preferably be submitted by e-mail to hrsupport@christredeemer.ac.uk. This should include an updated CV setting out your career history, with key responsibilities and achievements. Provide employment history that relates to the essential criteria and CV should not exceed more than 2 x A4 pages. In addition, attach the completed Application Form which should refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

The College is an Equal Opportunity Employer. Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative.

You must disclose whether you are related to any employee of the College, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question. Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within one month of the advertised closing date, please assume that you have not been shortlisted.

Reasonable Adjustments

We are committed to supporting candidates so they can perform at their best throughout the recruitment process. This includes making reasonable adjustments to our process. In order to request an adjustment: Include in the application form what changes or help you might need further on in the recruitment process.