



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

Exams and Assessment Officer

(Post Reference: CRC 019)

Salary Scale: £26,500 – £27,500 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 Assessment Officer
Department:	Academics and Registry
Reports To:	Team Lead Registry.
Location:	CRC Main Campus, 23Village Way East, Rayners Lane. HA2 7LX
Contract	Part- Time (20 Hours Weekly)

Job Summary

The role will be a part of the core professional team within the college's Registry Office. The post holder will provide high quality services for the various schools and programmes, delivering a range of core activities as stated in the Job description below.

The role holder 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.

Key Responsibilities

Assessment Planning, Scheduling & Administration

- Ensure assignment briefs are internally moderated and sent to internal moderators each term.
- Create and update the EE folder to be sent to the External Examiner.
- Create annual assessment plans for all programmes and circulate to key stakeholders (HoS, Quality, validating partner, EE).
- Track assignment briefs are upload to the VLE by the Lecturer ahead of each 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 Turnitin submission boxes for all assessments in advance of the new academic year.
- Prepare individual assessment schedules for students with reasonable adjustments.

Assignment Submissions

- Check the VLE / Turnitin the next working day following each assignment deadline.
- Notify lecturer and second marker on the due date of submission. Letting the lecturer know they have 2 weeks to mark and the second marker has 1 week after the initial marking to moderate the work.
- Notify student support officers of the students who have failed to submit assignments on time so that they can reach out to individual 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.
- Produce/update assignment submission guidance for students.
- Create submissions report (1st time submission rate and various cohorts' submissions metrics for SMT)

Exams and Presentation Based Assessments

- Prepare marksheets and ensure tutors use correct documentation for assessments and 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.
- Create marksheet templates aligned with Quercus and BNU; populate marksheets and manage internal exam boards.
- Prepare marksheets and Ensure tutors use the correct documentation (marksheets, etc) when organising student presentations.

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.
- Generate termly academic misconduct report and present to Head of Schools

Mitigating Circumstances and Extension Requests

- 24hr SLA for extension requests from students. generate monthly extension request report
- 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

Person Specification

Essential

- Proficiency in Excel and other Microsoft office tools
- Excellent written and verbal communication skills.
- Strong analytical and critical thinking capabilities.
- Ability to work with senior stakeholders and manage multiple priorities.

Desirable

- Experience in the Higher Education or public sector
- Excellent track record working in Exams and Assessment environment,
- Experience and involvement in student records systems and the ability to analyse and solve problems

Skills & Competencies

- Strong analytical skills and ability to interpret data.
- Ability to influence and work collaboratively with a wide range of colleagues.
- Ability to manage multiple priorities under pressure.

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.