

Exams

- Liaise with teaching staff to ascertain correct exam entries.
- Run internal exam series for each year group.
- Keep up with changes to all JCQ and awarding body regulations.
- Work with the SENCO to implement access arrangements for eligible candidates,
- Assist with recruitment and training of invigilators.
- Process any post-results service requests from candidates.
- Collate and distribute exam certificates securely.

Data

- Download exam base data from awarding bodies to sims using A2C for entries, registrations, amendments, withdrawals and results.
- Create Go4Schools electronic mark books for subject areas.
- Transfer of data from one system into another as well as the use of Microsoft Excel.
- Liaise with teaching staff when data is missing.
- Review the Go4Schools health status half termly.
- Set up reports for each year group.
- Maintain instruction manuals for students and parents/carers on how to use Go4Schools.