

LOCATION	The British International School Ho Chi Minh (BIS HCMC)
JOB TITLE	Examinations Officer
JOB PURPOSE	To coordinate all aspects of external and internal examinations
REPORTING TO	Deputy Head Teacher, Curriculum and Learning
DIRECT REPORTS	Head Teacher, Deputy Head (Curriculum), Heads of Department, IB Coordinator, Campus Facilities Manager, CUGC
OTHER KEY RELATIONSHIPS	Students, Parents, Teachers
PACKAGE	Competitive
SAFER PRACTICES	The British International School, HCMC is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.
KEY RESULT AREA	
<p>General Responsibilities</p> <ul style="list-style-type: none"> • Promote the mission and philosophy of the school, ensuring that external and internal examinations are run efficiently and in accordance with regulations so as to enable all students to succeed; • Loyal and supportive member of the school; • Professional Examinations Officer, instilling confidence in students, parents, teachers, and encouraging a positive examination culture in the school to which all staff and students subscribe. 	
<p>The Examinations Officer is responsible for the administration and organisation of all aspects of IGCSE examinations in accordance with the regulations laid down by Cambridge International Examinations.</p> <p>The post requires close liaison with the IB Coordinator and this part of the job description should be read in conjunction with the job description for the IB Coordinator. Responsibility for arrangements for and day-to-day running of all internal Year Group exams and all external exams lies with the Examinations Officer. Responsibility for IB DP entries and liaison with IBO students on all aspects of IB DP exams lies with the IB Coordinator.</p> <p>Work to maximise the students' chances of success in examinations by:</p> <ol style="list-style-type: none"> 1. Establish and maintain productive and effective communications with relevant partners and organisations including examination boards; 2. Maintain the registration of teachers with CIE for on-line access and manage the CPD of staff with CIE; 3. Liaising with HoDs to ensure that entries for IGCSE examinations to CIE are submitted in advance of deadlines. 4. Arranging external examinations for non-curriculum subjects, including 'First' languages. 5. Working with the Deputy Head (Curriculum) to disseminate information and respond to enquiries regarding IGCSE examinations with staff, students and parents. 6. Organising SEN provision for examinations, including liaising with the Head of Learning Support regarding candidates with SEN; applying to CIE for special arrangements for such candidates. 7. Organising the examination rooms, in accordance with IGCSE and IBO regulations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place. 8. Being on-site and contactable during all IGCSE examinations. 9. Managing the daily running of mock and final IGCSE examinations, coordinating and cooperating with the IB Coordinator where the arrangements apply to mock and final IB exams. 10. Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations. 11. Providing a centre timetable to include dates, times, venues, invigilation and number of candidates. Resolving examination clashes through alternative arrangements. 12. Briefing invigilators on timetable, procedures and regulations. Reporting to DH(C) on breaches and problems with invigilation. 	

13. Arrange, train, brief and supervise a team of external invigilators in accordance with examination board regulations.
14. Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
15. Collecting and despatching worked scripts in accordance with the regulations.
16. Collecting and despatching coursework and predicted grades for IGCSE in accordance with the regulations.
17. Overseeing the checking and distribution of certificates.
18. Processing enquiries about results and requests for return of scripts.
19. Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate.
20. Liaise with University Guidance Counsellor and make arrangements for Oxbridge and other university entrance examinations from time to time.
21. Organise locations and timetables for all internal examinations.
22. Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other PD meetings and keeping up to date with the latest procedures and regulations for IGCSE examinations.
23. Any other reasonable duties requested by the Head of Campus in relation to the post.

Child Protection:

Ensure Safeguarding of all students by:

- Passing all Child Protection issues onto the Designated Senior Person for Child Protection.

Personal Development

- Continual development through the identification and implementation of your own Professional Review and Development needs to include:
 - Continually striving to improve performance;
 - Setting and working towards targets with the Deputy Head Teacher Curriculum and Learning, linked to the department and school development plan;

Person Specification

- Be approachable, warm, resilient, and good humoured;
- Have excellent communication skills, both verbal and written;
- Have excellent organisational skills, being able to prioritise and manage a varied workload;
- Be proactive and seek guidance where necessary;
- Be numerate and accurate;
- Possess strong IT Skills and an attention to detail;
- Fluent English Speaker

OTHER

Promote and adhere to the Nord Anglia Education vision and values:

- **Opportunity** - for us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - for us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - for us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - for us, respect is about listening, being inclusive, showing tolerance and getting the little things right

All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation.

- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the Chief Executive Officer

☛Be a valued member of the team and organisation☛

OTHER CONDITIONS

Hold a current Criminal Background Check or International Police Check or equivalent for countries lived in outside

of the UK tracing employment history for the previous 10 years;

- Compliance with visa requirements for working in Vietnam.

Time Allocations and Key Date

Key dates for June 2019 series (International)



Key dates for Cambridge IGCSE, O Level, International AS & A Level and Pre-U

Entries	10 October	Estimated entries deadline
Preparation	31 October	Final timetable and <i>Cambridge Guide to Making Entries</i> available on CIE Direct
	21 January	Deadline for ordering modified papers and applying for non-delegated access arrangements
Entries	21 February	Final entries deadline
Preparation	31 March	Deadline for notifying us of centre-delegated access arrangements
Before the exams	March–April	Exam stationery sent
	Early April	Question papers sent
Entries	17 April	Late entries deadline
Exam day	29 April	Start of timetabled exam period
Before the exams	30 April	Deadline for forecast grades
Exam day	14 June	End of timetabled exam period
Results and certificates	Mid June – end July	Marking and grading period
	13 August (05:00 UTC/GMT)	Results released for all qualifications except Cambridge Pre-U
	14 August (23:01 UTC/GMT)	Results released for Cambridge Pre-U syllabuses (released to candidates on 15 August)
	20 September	Deadline for enquiries about results
	Mid October	Certificates despatched

September

Estimated Entries: 2 days

November

Mock timetabling (exam sessions and invigilation for Y11 & Y13): 10 days

IB resits support (invigilation and set up) and exceptional First Language examinations: 2 days

December

Student Briefings Y11 & Y13: 1 day

Preparation for Mock Exams Y11 & Y13 (paper collection): 2 days

January

Mock Exam Y11 & Y13: 9 days

Completion of documentation for Access Arrangements: 1 day

Completion of documentation for Declaration of Interest: 1 day

February

Collection, Packing and Mailing of Coursework: 2 days

Entering Predicted Grades: 2 days

Entering Coursework Grades: 2 days

Timetabling for Final exams: 10 days

Invigilation Timetabling: 5 days

March

Receipt of exam stationery: 1 day

Receipt of question papers: 3 days (customs dependent)

April

Student Briefings: 1 day

Administering ICT Practical and Art Practical IGCSEs: 4 days

May

Collation and construction of End of Year Internal Assessments timetabling Y10 & Y12: 5 days

IB/IGCSE Exams & Y10-12: 32 days

August

Monitoring results: 1 day

Managing Enquiry of Results: 5 days (not in sequence, flexibility needed)

Total number of days: 101