**SCHOOL EXAMS OFFICER**

**ROLE DESCRIPTION**

**Summary**

The School or Department Exams Officer is responsible for all day-to-day administrative matters relating to examinations within a School/Department and will is the normal point of contact with the Examinations, Student Records and Graduation Office.

The Head of School may nominate either an Exams Officer for the School or an Exams Officer for each intra-School department. Where responsibilities for examinations are delegated within the School or Department, the nominated Exams Officer is responsible for forwarding information as appropriate.

**Duties**

1. Serve as the initial point of contact in the School/Department in respect of assessment matters;
2. confirm details of examinations;
3. Coordinate work with External Examiners such as:
4. set up and communicate deadlines to External examiners;
5. liaise and divide tasks with External Examiners;
6. forward all assessments to External Examiners;
7. disseminate External Examiners comments to relevant colleagues;
8. send a selection of moderated scripts to External Examiners over the academic year.
9. confirm, at the request of the Examinations, Student Records and Graduation Office, student registrations for assessments for modules ‘owned’ by the School/department;
10. advise the Examinations, Student Records and Graduation Office on matters related to the examination timetable;
11. arrange, in collaboration with the relevant Student Support Centre, for submission of marks for assessments to the Examinations, Student Records and Graduation Office (normally through the RISIS portal);
12. arrange, in collaboration with the relevant Student Support Centre, for the submission of Finals and Masters results to the Examinations, Student Records and Graduation Office;
13. Make arrangements for resits, work to ensure results are checked and processed.
14. Ensure alternative examination arrangements are in place for students with special requirements.
15. Coordination of Exam Boards under the School/Department remit, preparing documents and attending Exam Board meetings (including those for resits)
16. Liaison with the School and/or Departmental Director of Teaching & Learning and Dissertation Officer where required.