



# OPPORTUNITY

## Examinations & Assessment Co-Ordinator

**Reference:** R210347

**Salary:** Grade 6, £23,487 to £25,627 per annum

**Contract Type:** Fixed term (12 months)

**Basis:** Full Time

# Job description

## Job Purpose:

To work as part of a busy examination and assessment team, to provide support, and report to, the Examinations and Assessment Lead in managing the day to day running, organisation and delivery of the examinations and assessment processes for all programmes and modules in BSS. This includes working with key staff to provide administrative support for all assessment processes within the College, as required.

## Responsibilities

- ▶ Providing administrative support for Examination Boards. Chasing and co-ordinating the entry of all assessment marks, assisting with the preparation and checking of Examination Board reports and helping to ensure that Examination Boards are set up and run smoothly
- ▶ Assisting with the processing of results post Examination Boards. Assisting with the progression of students on the student record system, and the production checking and release of results transcripts.
- ▶ Formatting exam papers to a standard template.
- ▶ Producing and distributing examination case studies each term in preparation for examinations.
- ▶ Chasing and co-ordinating the entry, checking and release of examination marks.
- ▶ Providing administrative support for allocation of chief invigilators in university examination periods
- ▶ Providing administrative support to prepare the alternative assessment arrangements required by students with additional needs, overseas/exchange students and on-line modules.
- ▶ Collecting assessment data from the module specifications, entering it into the student record system and disseminating to staff and students as appropriate. Ensuring data is maintained accurately and student assessment records are generated throughout the academic year.
- ▶ Collecting coursework briefs from academic staff. Reviewing the potential schedule of incoming coursework and making recommendations to the Exams and Assessment Lead regarding changes to submission dates as required, in light of the workload for students and the Programme Team.
- ▶ Co-ordinating the administration of coursework procedures, chasing and co-ordinating the entry, checking and release of coursework marks and feedback within specified time limits.
- ▶ Ensuring coursework submission links are all set up accurately on Blackboard, set up marking groups for multiple markers.
- ▶ Providing administrative support for the Exceptional Circumstances process, including recording of claims and informing students of decisions.
- ▶ Providing administrative support for disciplinary procedures. Identifying sources, marking up work, setting up meetings, taking minutes and communicating decisions to students.

- ▶ To interact with students to identify issues which are preventing them from succeeding in their studies and referring them on to Academic Personal Tutors or other specialist services within the University.
- ▶ To advise students on issues when they have been referred to the Programme Support team by either their Academic Personal Tutor or other external source.
- ▶ Responsible for front-line support to BSS students to including face-to-face at the Student Reception Point, correspondence by email and telephone enquiries.
- ▶ Responding to examination and assessment queries from academic staff.
- ▶ Liaison with other areas of the University, including other colleges whose students take BSS modules, Academic Services and IT.
- ▶ Resolving anomalies in data exception reports including student records data and module records.
- ▶ To maintain archives of past assessment results, papers, scripts and coursework.
- ▶ To assist with any new developments in terms of assessment and regulatory matters in order to improve administrative systems and the provision of information to students.
- ▶ Contribution to other activities in the College Office e.g. Welcome/Induction weeks, Examinations, Examination Boards, Quality initiatives and Graduation as directed by the Student Support Lead or Programme Manager.
- ▶ Servicing of Examination Boards.
- ▶ Compilation of student feedback sheets, uploading graphs that reflect the distribution of marks by module onto BB VLE. Providing copies of coursework/exam scripts in electronic form to facilitate lecturer feedback to students.
- ▶ To produce assessment information/materials for quality purposes.
- ▶ To track the submission of Projects and Dissertations, processions and maintaining extension information on the appropriate databases. Maintenance of BB Library of past projects and dissertations.
- ▶ To manage generic information relating to assessments on all relevant Blackboard modules.
- ▶ Any other reasonable duties that may be delegated from time to time by the Examinations and Assessment Lead consistent with the nature and grading of the post.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>A-Level or equivalent.</p> <p>GCSE Grade C or above in Mathematics and English.</p>	Application form
<b>Experience</b>	<p>Relevant experience of working in an administrative role</p> <p>Considerable experience in a customer focused environment.</p> <p>Experience of managing data.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent spoken and written communication skills</p> <p>Organise and prioritise large workload with minimal supervision</p> <p>Ability to meet tight deadlines within frequent/multiple/simultaneous exam cycles.</p> <p>Good negotiation skills to secure access to information.</p> <p>High standards of integrity and trustworthiness in handling confidential information.</p> <p>Excellent IT skills - standard office software and ability to use specialist software</p> <p>Ability to work as a member of a team and on own initiative</p> <p>High levels of accuracy and attention to detail</p> <p>Adaptable and flexible in a changing environment.</p>	<p>Application form and Interview</p> <p>Application form and test</p> <p>Application form and interview</p>

	Desirable	Method of assessment
<b>Experience</b>	Experience of working with SITS Student Records system and Blackboard VLE.  Experience of exams and assessment processes.	Application form and interview

# How to apply

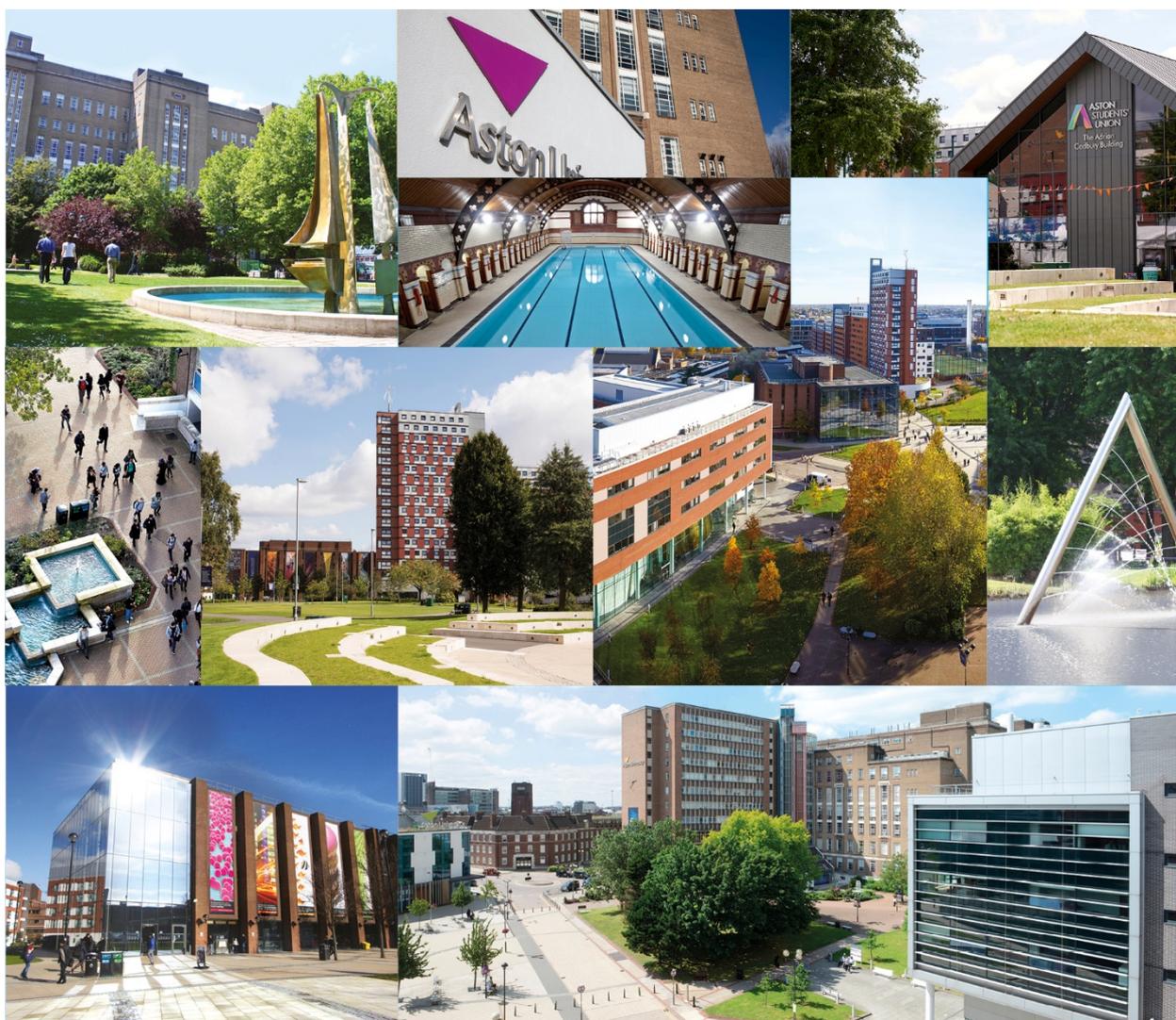
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Hayley Jones

Job Title: Examination and Assessment Manager

Email: [h.jones1@aston.ac.uk](mailto:h.jones1@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa** <https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa. <https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change  
gets real.**