



OPPORTUNITY

Assessment officer

Reference: R220546

Salary: £24,285 to £26,396 per annum. Grade 6, depending on experience

Contract Type: Continuing

Basis: Full-time

Job description

Job Purpose:

To work in the Examinations and Assessment Team within the College of Engineering and Physical Sciences (EPS). The postholder will contribute to the co-ordination and delivery of assessments in the College. This includes working with key staff to provide administrative support as required.

Main Contacts: External Examiners from other institutions, Academic Members of staff; College staff; Students; Central services and SU appeals; Professional bodies.

Main duties and responsibilities

- ▶ Providing administrative support for Examination Boards. Follow-up and reconcile 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 of checking and releasing of results transcripts online.
- ▶ To update and maintain Examination Board membership on an annual basis.
- ▶ To ensure that examination papers are formatted correctly to the University standard template and amend as appropriate.
- ▶ Liaising with academic teams and external examiners in relation to comments received from external examiners and arrangements for external award boards.
- ▶ Allocation of chief invigilators in university examination periods
- ▶ To deal with incoming queries from the University Examinations Office when they arise during on-campus assessments.
- ▶ Prepare the alternative assessment arrangements required by students with additional needs, overseas students and on-line modules.
- ▶ To interact with and advise 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 or other external source.
- ▶ To answer queries in regard to assessments, as necessary to EPS students this may include face-to-face at the Student Reception Point, online via Microsoft Teams, 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 for those students who take modules from the College, Registry and IT.
- ▶ Resolving anomalies in data exception reports including assessment data, 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.

- ▶ Contribute to other activities in the College e.g. Welcome/Induction weeks, Examinations, Examination Boards (including the servicing of examination boards), Quality initiatives and Graduation.
- ▶ Providing copies of coursework/exam scripts in electronic form to facilitate lecturer feedback to students.
- ▶ To produce assessment information/materials for quality purposes.
- ▶ To monitor the submission of Projects and Dissertations including maintaining extension information on the appropriate databases for postgraduate programmes.
- ▶ To arrange and support in conjunction with the Associate Dean College Disciplinary hearings and to communicate with students the decisions from those meetings.
- ▶ To report and monitor on coursework feedback returns within the College.
- ▶ To participate in the Exceptional Circumstances Panel, act as Secretary and to communicate reports in preparation for the Examination Boards.
- ▶ Any other duties commensurate with your grade.

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
Education and qualifications	<p>A-level or equivalent.</p> <p>GCSE Grade C or above in Mathematics and English or equivalent.</p>	Application form
Experience	<p>Relevant experience of working in an administrative role.</p> <p>Considerable experience in a customer focused environment.</p> <p>Experience of interpreting and managing data.</p> <p>Experience of examinations and assessment processes.</p>	Application form and interview
Aptitude and skills	<p>Excellent spoken and written communication skills.</p> <p>Organise and prioritise a large workload with minimal supervision.</p> <p>Ability to meet tight deadlines within frequent/multiple/ simultaneous examination 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</p> <p>Ability to work as a member of a team and on your 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>Interview</p> <p>Application form and test</p> <p>Application form and test</p>

	Essential	Method of assessment
	To use initiative and be proactive in solving queries.	

	Desirable	Method of assessment
Education and qualifications	ECDL or equivalent IT qualification. First degree.	Application form
Experience	Experience of working with SITS, student records system and Blackboard VLE. Previous experience in a Higher Education environment.	Application form and interview

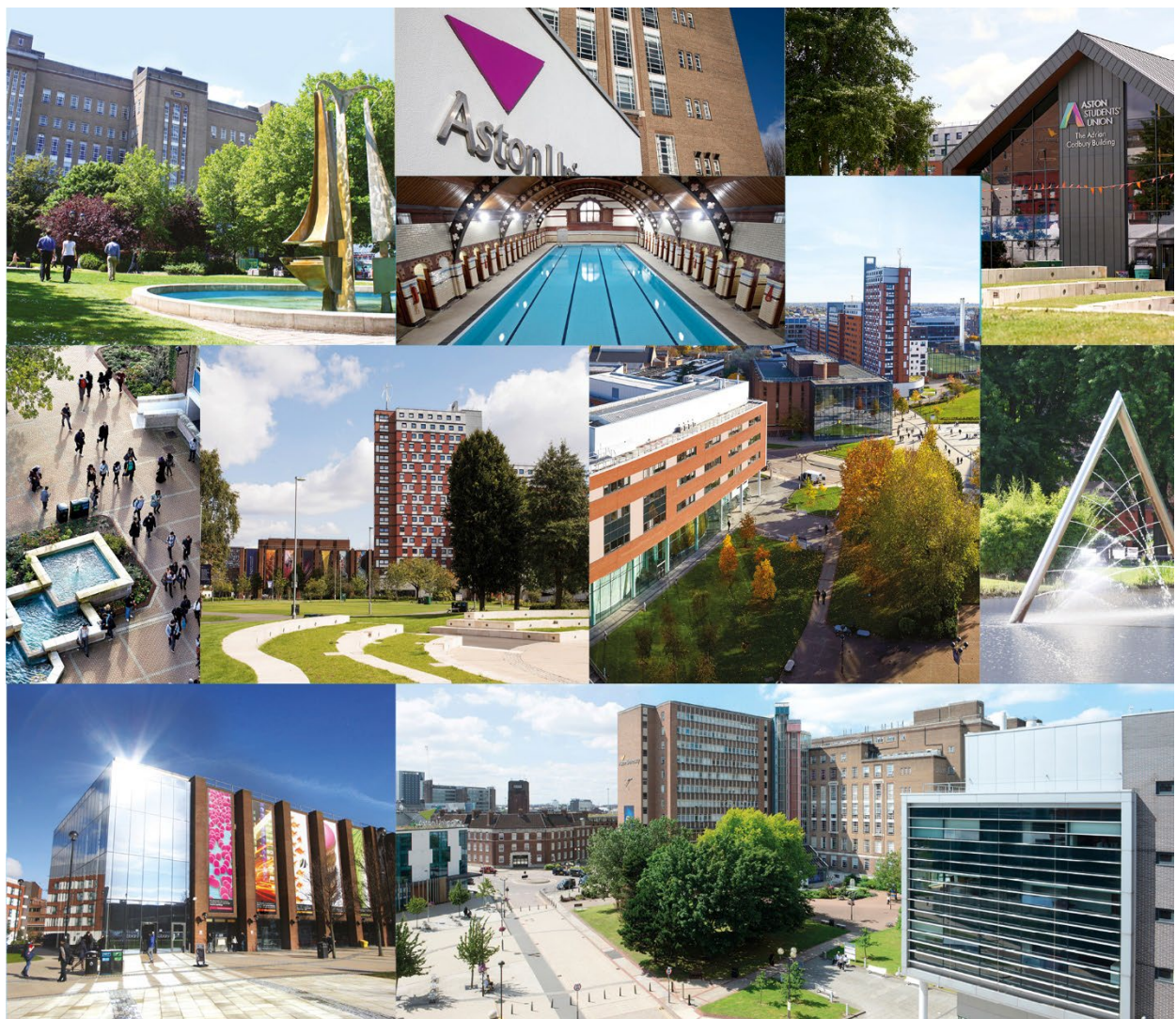
How to apply

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.



Contact information

Enquiries about the vacancy:

Name: Diane Markley

Job Title: Deputy Taught Programmes Team Leader

Email: D.C.Markley@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via 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.**