



IMPACT

Examinations & Assessment Co-Ordinator

Reference: 0080-23

Grade: 6

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

Contract Type: Fixed Term (18 months)

Basis: Full Time

Job Description:

Job Purpose:

To co-ordinate the administration of assessment within BSS College Office.

Main duties and 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.
- ▶ Organising the scheduling and administration of class tests.
- ▶ 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 ABS 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 schools whose students take Business modules, Registry and ISA.
- ▶ 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 Programme Office e.g. Welcome/Induction weeks, Examinations, Examination Boards, Quality initiatives and Graduation as directed by the Student Support Lead or Senior Programme Lead.
- ▶ Servicing of Examination Boards.
- ▶ Compilation of student feedback sheets, uploading graphs that reflect the distribution of marks by module onto BB. 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.

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.</p>	Application form
Experience	<p>Relevant experience of working in an administrative role.</p> <p>Experience in a customer focused environment.</p> <p>Experience of managing data.</p>	Application form and interview
Aptitude and skills	<p>Excellent written and verbal 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>Adaptable and flexible in a changing environment.</p> <p>High levels of accuracy and attention to detail.</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	IT qualification (GCSE, ECDL etc).	Application form
Experience	Experience of exams and assessment processes.	Application form and Interview
Aptitude and skills	Experience of working with SITS Student Records system and Blackboard VLE.	Application form and Interview

How to apply

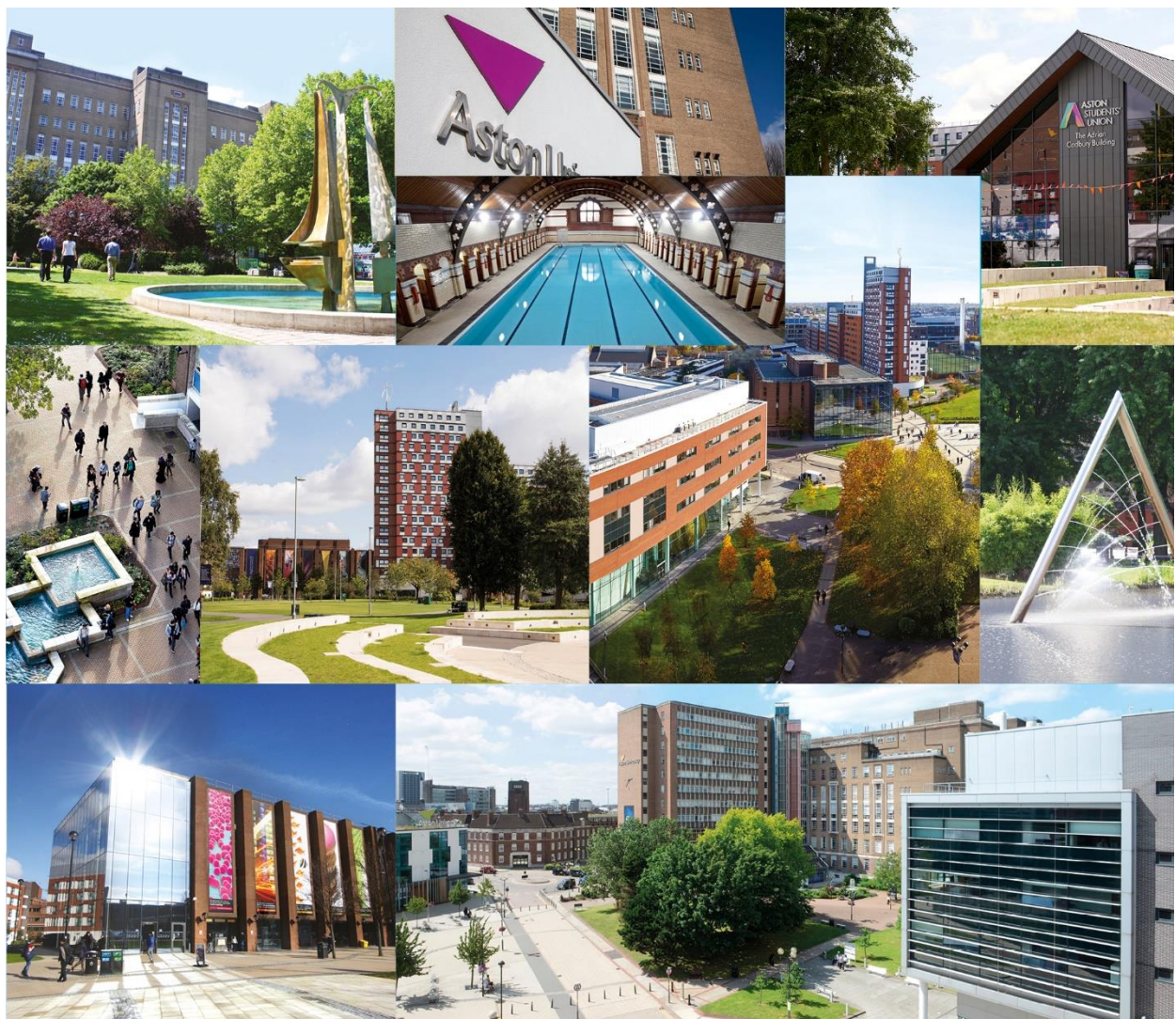
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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: Lindsey Allsopp

Job Title: Programme Manager - Postgraduate Programmes

Email: l.a.allsopp@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, including meeting the English Language 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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gets real.**