

GARTH HILL COLLEGE JOB DESCRIPTION

POST: Exam Access Arrangements Administrator
HOURS: 15 hours per week
RESPONSIBLE TO: SENDCo, working closely with the Examinations Officer

Job Purpose:

To provide efficient and effective administrative support to the SENDCo, in relation to Access Arrangements in line with JCQ requirements.

Main Duties and Responsibilities:

1. Liaise with the SENDCo, Examinations Officer and external agencies to identify pupils who require assessment for access arrangements.
 2. Gather and compile evidence of need from teachers, parents/carers and school records for the relevant JCQ forms associated with application process for access arrangements.
 3. Organise assessments with external assessors and coordinate the necessary arrangements.
 4. Communicate clearly with pupils and parents/carers regarding the assessment process, access outcomes and entitlements.
 5. Obtain and manage consent for data processing.
 6. Apply for access arrangements using the JCQ online access portal.
 7. Maintain individual pupil exam access arrangement folders to inspection standards, ready for review by JCQ inspectors.
 8. Record and update exam access arrangement information accurately on SIMS.
 9. Liaise with the SENDCo, Examinations Officer, teaching staff, parents/carers and pupils to communicate exam access arrangement details and any updates.
 10. Collect feedback from pupils and invigilators on the effectiveness of the exam access arrangements.
 11. Compile and maintain up to date records of pupils exam access arrangements for all internal examinations.
- The post holder may be required to undertake other responsibilities as mutually agreed.
 - The duties and responsibilities of this post cover a wide range. If less than the full responsibilities apply this will be reflected in the grade allocated within the range available.
 - The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff employed in the school must be aware that an enhanced DBS check will be undertaken.

Name:

Signature:

Date: