

Job Description

Job Title:	Examinations & Assessment Assistant
School/Service:	School of Medicine
Grade:	D
HERA Reference:	HERA/19233
Responsible to:	Examinations officer
Responsible for:	Not applicable
Job Purpose:	
The main purpose of this post is to provide administrative support for the School of Medicine assessment process, ensuring compliance with national standards, regulatory bodies, benchmark statements and the higher education qualifications framework.	
Main Duties and Responsibilities:	
1. To provide administrative support for quality management activities related to assessment, including standard setting sessions and liaison with External Examiners.	
2. To provide administrative assistance to the Examinations Co-ordinators with the planning and delivery of mcq and OSCE examinations.	
3. To manage student data, maintaining confidentiality and share assessment information as appropriate.	
4. To provide day to day administrative support to the Examinations Officer and Assessment Co-ordinators.	
5. Responsible for the planning and organisation of invigilators to include training and managing invigilators during the examination period, managing student examination absences and the recording of exam incidents.	
6. To prepare post assessment feedback sheets for students and post these into Blackboard to students as well as distributing them to Academic Advisors and Module Leads for student support.	
7. To promptly deal with queries arising from the release of results and progression and assessment appeals.	
8. To support the Professor of Medical Education and the Examinations Officer in preparing for the Assessment subcommittee meetings and in developing clear, concise and presentation reports and documents of the examination processes and results for internal and external reporting.	
9. Liaising with external bodies such as the Medical Schools Assessment Alliance, as and when necessary.	
10. To provide administrative support for the planning and preparing for the introduction of the Medical Licensing Assessment in line with GMC requirements.	
11. To provide guidance to staff on the use of Maxinity examinations software.	
12. To be responsible for the School of Medicine assessment e-mail account.	
13. To undertake any other duties commensurate with the grade as required.	

Signed:		Date:	
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Person Specification

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Department:	School of Medicine
Grade:	D
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Attributes	Essential	Desirable
Work Experience	<p>Demonstrable recent experience of current administrative/ clerical practices in a busy office</p> <p>Significant experience of organising, updating and maintaining accurate computerised records and files</p> <p>Experience of working in a team in a complex environment</p>	Recent and relevant experience of working within an assessment environment
Education/Qualifications	<p>A range of GCSEs, including English Language and Maths at Grade C or above, or appropriate equivalent experiential learning</p> <p>Word Processing/typing/IT qualification or demonstrable equivalent experiential learning</p>	'A' level or equivalent qualifications
Skills/Abilities	<p>Computer literate in the Microsoft Office suite of packages, familiar with e-mail and use of the internet</p> <p>Ability to work consistently under pressure, prioritise work and meet deadlines</p> <p>Ability to research, organise, analyse and present information both verbally and in the form of reports and statistical information to support the teaching, learning and assessment functions</p> <p>Ability to communicate effectively with staff and students and other agencies, in person, in writing and on the telephone</p> <p>Ability to produce high quality and accurate work</p> <p>Excellent organisational skills</p>	Minuting skills

Other	<p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours.</p> <p>Tactful</p> <p>Demonstrable ability to work unsupervised and to exercise judgement and initiative</p> <p>Demonstrable ability to work alone or as a member of a team</p> <p>A flexible approach to work</p>	
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