



St George's, University of London

Registry

Senior Examinations Officer

Ref: 958-23

JOB DESCRIPTION

Post Title	Senior Examinations Officer
Grade	SGUL 6
Contract type	Permanent, Full-time
Responsible to	Head of Examinations
Accountable to	Academic Registrar
Responsible for	A small sub-team comprised of Examinations Administrators and Officers
Liaises with	Registry, academic and clinical colleagues, academic/support service departments, students and External bodies

Overall purpose of job

The Examinations Team is responsible for the overall management of examinations and assessments at St George's.

The post holder will manage and develop examinations for a number of cohorts within the remit of the team. This includes the processing and analysis of complex sets of marks and results and publication of these to students.

The cohorts for which the role holder is responsible for may change from time to time.



1. Main Duties and Responsibilities

Under direction from the Head of Examinations and/or Academic Registrar:

1. Academic and Student Support

- Be a central point of contact for all assessment related queries
- In accordance with University policy and procedures, advise students, both individually and as a cohort, on complex and often sensitive issues
- Liaise with and advise staff (all levels) and committees on assessment related matters; including Schemes of Assessment, examination irregularities and all other relevant policies and procedures
- Liaise with Course Administration and support staff regarding all assessment related matters
- Liaise with visiting examiners regarding their role and all aspects of assessments
- Liaise with external partners/suppliers e.g. GMC

2. Examination Procedures

- Liaise with the Head of Examinations, Academic Leads, Course Directors and administrative staff over the planning, timing and design of assessments
- In conjunction with Course Directors, Academic Leads and the Head of Examinations regularly evaluate and develop assessment processes and regulations (e.g Schemes of Assessments), then disseminate changes to relevant persons/bodies as appropriate
- Propose and agree deadlines with chief/responsible examiners and academic leads
- Provide advice on assessment structures.
- Co-ordinate the blueprinting and organisation for clinical assessments and take administrative responsibility at the clinical examination
- Be responsible for the standard setting process (including borderline regression, Angoff, Cohen)
- Be responsible for the examination marking arrangements
- Advise Examiner Administrators regarding requirements for examiners for clinical assessments
- Manage and oversee all aspects of student examination administration
- Oversee the arrangements and ensure the smooth of running of all examinations (written and practical)
- Produce complex spreadsheets for each assessment as well as overall result spreadsheets in accordance with the approved Scheme of Assessments. This includes incorporating assessments not managed by the Examinations Team (e.g. MBBS Student Selected Components and MBBS Professional Behaviour and Clinical Practice)
- Ensure appropriate checking procedures are developed, maintained and enhanced to ensure the integrity of all data
- Manage the process for producing feedback following written exams
- Act as a Senior User for SITS, ensuring the correct set-up and maintenance of the assessment modules. In addition, ensure data is available in a timely manner for reporting purposes
- Manage the input of results into the assessment module within SITS
- Manage the production of overall as well as individualised results reports, and supervise the distribution of these
- Statistically analyse examination results and interpret their findings using SPSS (e.g. cronbach alpha, item analysis etc).

3. Committees and Boards of Examiners

- Prepare agendas and write minutes for Board of Examiners meetings. Take responsibility for action points that arise
- Take responsibility for the organisation of review of paper(s) days, including briefing visiting examiners on all aspects of the assessment process
- Attend committees as necessary, advise members of current policy and procedure and contribute towards the development of assessments
- Draft discussion and options documents for consideration by committees, ad hoc working groups and projects
- Attend, contribute and/or lead ad hoc working groups and projects

4. Projects

- In consultation with the Head of Examinations, lead on improving the feedback provided to students following examinations
- Contribute to other projects as appropriate

5. General

- Lead a small team and line manage members of the team, allocating tasks and supervising their completion
- Offer support and guidance to all members of the Examinations Team, Registry and joint faculty regarding all assessment related matters
- Actively participate in training and developing the junior members of the Examinations Team
- Deputise for the Head of Examinations where necessary (including for short periods of annual leave)
- Provide assistance to the Student Life Centre when required
- Undertake such other duties appropriate to the grading of the post as may be assigned by the Head of Examinations or the Academic Registrar from time to time in the light of changing circumstances and requirements.

It is expected that staff working at St George's, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.



Special Factors

The post holder will need to work outside of usual office hours to ensure that examinations are accommodated, during the busy summer examination period (March –August). This role also requires a sustained level of mental demand and concentration, maintaining accuracy and attention to detail at all times with significant manual handling of examination material.

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Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Degree or equivalent level qualification	E	AF
Experience	Senior administrative experience within higher education, preferably with responsibility for examinations	E	SS1, INT
Knowledge/ Skills	Ability to organise and analyse complex data with accuracy and attention to detail	E	SS2, INT
	Ability to work consistently and with attention to detail	E	INT
	Ability to work successfully as part of a team, and on own initiative	E	INT
	Experience of line manage staff and the ability to motivate others	D	INT
	Experience of developing and implementing both new and significant change in administrative processes	E	SS3, INT
	Excellent organisational and time management skills, and the ability to prioritise workload to meet strict and often overlapping deadlines	E	SS4, INT
	Excellent IT skills including the use of Microsoft Office tools, as well as experience of using databases	E	SS5, INT
	Excellent oral and written communication skills, including the ability to present and explain complex information (e.g regulations or statistical data)	E	SS6, INT
	Experience with and knowledge of standard setting methods within assessments (e.g. Angoff, Borderline Regression)	D	INT
	Experience with statistical methods and packages (e.g SPSS)	D	INT
	Experience with student information systems (e.g SITS database)	D	INT

Personal Attributes	Sound interpersonal skills and ability to deal professionally and empathetically with students and staff at all levels	E	INT
	Highly motivated, proactive and flexible	E	INT
	Undaunted by challenges and responsibility, with a keen eye for detail	E	INT
	Understanding of issues surrounded confidentiality and data security	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

2. Date

September 2023

About us

Welcome to St George's, University of London, the UK's only university dedicated to medical and health sciences education, training and research. Our distinctiveness is based on our exclusive focus on health sciences and medicine and we strive to bring an innovative and collaborative approach to all we do. We have more than 250 years of excellence and innovation in research and education resulting in ground breaking advances in medicine and healthcare. Our alumni include Edward Jenner, John Hunter, Muriel Powell and Patrick Steptoe.

Our three research institutes, Molecular and Clinical Sciences, Infection and Immunity and Population Health, focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, noncommunicable diseases and infection - three of the greatest challenges to global health in the 21st century. In the Research Excellence Framework (REF) 2021, St. George's, University of London ranked equal 8th of 129 universities for impact and the University nearly doubled the number of outputs which were ranked as world leading (4*) compared to the REF2014. In addition, we submitted a 94% increase in staff (versus a national average increase of 46%), which reflects our increasing academic strength.

Our Institute of Medical and Biomedical Education focuses on our taught courses comprising undergraduate and postgraduate medical and biomedical programmes and our allied health courses including healthcare practice, radiography, paramedic science, physiotherapy and occupational therapy. It includes academic staff from diverse disciplinary backgrounds and identities who are engaged in teaching and research, and several specialist educational and operational professional services and technical staff who support education and the student experience.

Our values keep St George's, University of London striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.

The diversity of the people within our community at St George's, University of London is one of our strengths. The university benefits hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's, University of London can be found at www.sgul.ac.uk.

For information, St George's, University of London and City, University of London have agreed to progress discussions about a potential merger.



St George's, University of London currently offers a range of employee benefits:

Salary: **£40,555** pa, including London Allowance (pro-rated for part-time staff). The salary range for **SGUL 6** is **£40,555 – £47,719** including London Allowance, but appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 32 days per annum. Plus eight UK public holidays and three days when St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by St George's, University of London staff.

Within walking distance from the University is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers SGUL staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).

Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.



Informal enquiries

Informal enquiries may be made via email to John Sanger: jsanger@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **15 October 2023**

Interview date will be in the week of 30 October 2023. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **958-23**

We are delighted that you are interested in working at St George's, University of London. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

