



St George's School of Health and Medical Sciences

City St George's, University of London

Registry

Head of Examinations

Ref: 991-24

JOB DESCRIPTION

Post Title	Head of Examinations
Grade	7
Contract type	Permanent
Responsible to	Academic Registrar, Tooting
Accountable to	Academic Registrar, Tooting
Responsible for	The Registry Examinations Office, currently 12 members of staff
Liaises with	Registry, academic and clinical colleagues, academic/support service teams, students and External bodies

Overall purpose of job

The Examinations Office is responsible for the overall management of the majority of examinations at City St George's, Tooting. The Examinations Office is responsible for planning and running the exams, processing and issuing results and awards and, for certain programmes, coordinating the blueprinting and production of papers.

The post holder will provide leadership of the Examinations Office, developing robust processes, ensuring efficient operational delivery and provide a highly professional service to both staff and students.



Main Duties and Responsibilities

1. Responsibility for Examination Processes

- Overall responsibility for the management and delivery of examinations and specific responsibility for particular cohorts.
- Liaison and work closely with the Academic Leads, Course Directors and senior administrative staff over the planning, timing and design of assessments.
- Management and production of the examinations schedule for all programmes (including postgraduate).
- In conjunction with Academic Leads regularly evaluate and develop assessment processes and regulations (e.g Schemes of Assessments).
- Overall responsibility for the production of complex assessment spreadsheets in accordance with the approved Scheme of Assessments.
- Ensure appropriate data quality procedures are in place to ensure the integrity of all data.
- Ensure the updating of results into the student record system is carried out in a timely manner.
- Manage the overall production of a range of results reports.
- Oversee the production of award lists and associated documents and reports required for professional and regulatory bodies (e.g., General Medical Council).
- Oversee the production of appropriate statistical analyses processes to allow for the interpretation of examination results, predominantly making use of SPSS and MS Excel (e.g. cronbach alpha, anovas, item analysis etc).
- Liaise with the Disability Office regarding the process of access arrangements for students with declared disabilities and ensure appropriate implementation..
- Oversee the appointment and induction of Examiners, Invigilators and External Examiners.

2. Committees and Boards of Examiners

- Contribute to the Medical Assessment Committee (MAC).
- Ensure the Exams Office provides high-level support to Boards of Examiners, ensuring Examination staff are well versed and confident in applying in the appropriate regulations and frameworks.

3. Academic & Student Support

- Liaise with staff, students and external bodies in relation to all aspects of the work.
- Manage communications to staff and students, in particular manage the process of publishing accurate and timely results to students.
- Advise staff and students on application of policy, procedures and guidelines
- Interpret policy, procedures and guidelines for staff and students in response to particular often complex situations.
- Ensure excellent student experience and ensure students are signposted to appropriate support.

4. Projects

- Engage fully with external networks (e.g. ARC Assessment Practitioner Group) to remain abreast of developments within higher education assessment management.



- Lead on project work to improve the service, eg implementation of new processes and software.
- To work with colleagues to improve the student experience in assessment and feedback.
- As a professional services expert contribute to university projects and initiatives.

5. General

- Provide line management to individuals in the team.
- Management of the distribution of work within the team.
- Ensure all processes are documented.
- Develop training materials for colleagues.
- Manage budgets and seek value for money.

It is expected that staff working with St George's School of Health and Medical Sciences, 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. City 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.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Degree or equivalent experience	E	AF
	Good standard of general education (including English and Maths)	E	AF
Experience	Experience in a senior examinations role in the HE sector	E	SS1, INT
	Experience of working with complex administrative systems/processes to produce high quality output	E	SS2, INT
	Experience working within a Medical or Health School environment	D	SS, INT
	Ability to manage and manipulate complex data	E	SS3, INT
	Excellent communication and interpersonal skills	E	SS, INT
	Excellent use of Microsoft Office tools, specifically Excel and Word.	E	INT
Knowledge/ Skills	Experience of producing high quality written work (eg clarifying complex regulations/arrangements, composing reports for senior management)	E	SS, INT
	Experience with/knowledge of standard setting methods for assessments	E	SS4, INT
	Experience with statistical methods and packages	D	SS, INT



	Ability to work consistently to a high level of detail	E	SS, INT
	Ability to prioritise workload to meet strict deadlines	E	SS, INT
	Ability to work successfully as part of a team, and on own initiative	E	SS5, INT
	Experience of working with SITS database	D	SS, INT
	Ability to deal professionally and empathetically with staff at all levels and with students	E	INT
Personal Attributes	Pro-active, motivated and flexible	E	INT
	Reliable and approachable, with a calm approach to challenges	E	INT
	A commitment to a providing a high quality, timely service to students	E	SS6 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.

Updated August 2024



About us

St George's School of Health and Medical Sciences is dedicated to medical, biomedical and allied health education, training and research. Sharing a clinical environment with a major London teaching hospital in southwest London, our innovative approach to education results in well-rounded and highly skilled clinicians, scientists, and health and social care professionals.

St George's has a long and illustrious history of training healthcare professionals, dating back more than 270 years. We are well known for our innovative approach to medical education, being the first UK institution to launch a Graduate Entry Medicine Programme, a four-year fast-track medical degree course open to graduates in any discipline. Now part of City St George's, University of London, St George's was the number one university in the UK for Graduate Prospects (on track), according to the Complete University Guide 2024 and second for Graduate Prospects in the 2024 Times UK University Rankings.

Our internationally recognised research delivers cutting-edge scientific discovery through four specialist Research Institutes, directly helping patients through our close links to the clinical frontline and London's diverse community. St George's was ranked joint 8th in the UK by the Times Higher Education in their Research Excellence Framework (REF) 2021 Impact Scores. 36% of St George's research was assessed as 'world-leading' and 100% of our impact cases were judged to be either 'world-leading' or 'internationally excellent.' Our Institutes focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, neuroscience, heart disease and infection - four of the greatest challenges to global health in the 21st century. Our values keep St George's 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 is one of our strengths. We benefit 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 School of Health and Medical Sciences can be found at www.sgul.ac.uk.

City, University of London and St George's, University of London completed a merger on 1 August 2024, creating a powerful multi-faculty, multi-site, institution. The combined university will become one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students. If you have any questions, you can email hrhelp@sgul.ac.uk with enquiries.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £49,794 pa, (pro-rated for part-time staff). The salary range for **Grade 7** is £49,794 – £59,421 and 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: 30 days per annum. Plus eight UK public holidays and four days when City 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 \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[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 City 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 City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers 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: jlaws@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: **26 August 2024**

Interview date is 03 or 04 September 2024. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **991-24**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. 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.

