



St George's School of Health and Medical Sciences

City St George's, University of London

Registry

Examinations Officer

Ref: 970-25

JOB DESCRIPTION

Post Title	Examinations Officer
Grade	5
Contract type	Fixed Term, 1 Year
Responsible to	Senior Examinations Officer
Accountable to	Head of Examinations
Liaises with	Academic staff, clinical teachers, Registry colleagues, academic/support service departments and students

Overall purpose of job

1. The role holder is responsible for the day-to-day operational running of examinations for assigned cohorts of students. With the support of senior colleagues, the postholder undertakes the processing of results and statistical analysis of assessments.
2. The complexity of the examinations means that it is essential that all members of Examinations work as a team to maintain appropriate cover at all times. The Examinations Officer will therefore focus on the areas assigned to them but will work with the team to ensure cover in all areas.
3. Please note that this role requires longer working hours on some days in the busy summer period (April-August) early starts and late finishes will be expected on these days. There will also be periods when annual leave may not be taken or may be limited.



Main Duties and Responsibilities

Academic and Student Support

Using various modes of communication (e.g. face-to-face, email, telephone):

- 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 regulatory and procedural 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 academic and administrative staff regarding all assessment related matters.
- Liaise with external partners/suppliers e.g. Professional Bodies and Qpercom.

Projects

- Provide administrative support and expertise for the development of examinations processes. This will include working closely with colleagues in the planning, organising and implementing of the academic vision, including for those examinations held internationally or off-site.
- Provide the main administrative support for taking forward initiatives around Quality Assurance of assessments. This includes, but is not limited to, SGUL and Professional Body requirements.

Examination Procedures

Responsible for:

- The planning and delivery of examinations, including Clinical Competency Assessments (CCAs) and Objective Structured Clinical Examinations (OSCEs) for assigned student cohorts.
- Propose and agree deadlines with chief/responsible examiners and academic leads on both sites.
- Coordinate the collation and review of written papers and CCA/OSCE stations.
- Coordinate the standard setting meetings and provide advice (including borderline regression, Angoff, Cohen).
- Coordinate the examination marking arrangements, e.g. Excel spreadsheets and Qpercom for CCA/OSCEs.
- Liaise with the Examiner Administrator regarding CCA/OSCE examiner requirements.
- Carry out all aspects of student examination administration.
- With guidance from the Senior Examinations Officer, produce (often complex) result spreadsheets for each examination as well as overall result spreadsheets in



accordance with the approved Schemes of Assessment. This includes incorporating assessments not managed by the examinations team.

- To comply with HESA requirements, be responsible for the end of year functions of the assessment module within SITS - this includes mark entry, progression and assessment date input.
- Produce overall as well as individualised results reports, and distribute these.
- Assist the senior colleagues to statistically analyse examination results and interpret their findings using SPSS (e.g. cronbach alpha, item analysis etc), and be prepared to explain and discuss the outcomes with academic staff.

General

- Advise examiners, committees and senior staff of the St George's examination policy, rules and procedures, including Schemes of Assessment.
- Assist with working and planning groups for assessments.
- Undertake such other duties appropriate to the grading of the post as may be assigned by the Head of Examinations from time to time in the light of changing circumstances and requirements.
- To attend and minute Board of Examiner and committee meetings.

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 role is a demanding one and the environment can be pressured, the ability to maintain concentration, accuracy and attention to detail at all times is essential.

This role will involve manual handling of examination material.

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.



Person Specification

Criteria	Description	Essential /Desirable	How it is to be tested
Qualifications	Good standard of general education (including English and Maths)	E	AF
	Undergraduate Degree or equivalent experience	E	AF
Experience	Experience within an administrative role, preferably in the university or NHS sectors	E	SS1 INT
	Previous experience of examination or student administration	D	INT
	Experience of design and implementation of complex administrative systems	E	SS2 INT
Knowledge/ Skills	Excellent organisational skills and the ability to organise complex systems	E	INT
	Ability to work consistently and with attention to detail	E	SS3 INT
	Ability to work successfully as part of a team, and on own initiative	E	SS4 INT
	Excellent oral and written communication skills, including the ability to brief a group of people	E	INT, ST
	Excellent time management skills and the ability to prioritise workload to meet competing deadlines	E	SS5 INT
	Excellent IT skills including the use of Microsoft Word and Excel, as well as experience of using databases and a willingness to learn the use of new software	E	AF, INT



	Ability to create complex Excel spreadsheets including complex formulas	E	ST
	Familiarity with SITS database or other student record systems	D	INT
Personal Attributes	Able to deal professionally with students and staff at all levels	E	SS6 INT
	Experience of proofreading documents	D	INT
	Highly motivated, proactive and flexible	E	INT
	Reliable and approachable	E	INT
	Able to remain calm in stressful situations	E	INT
	Able and willing to 'multi-task'	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.*

Updated April 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now 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.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



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

Salary: **£34,132** pa, (pro-rated for part-time staff). The salary range for **Grade 5** is **£34,132 – £38,249** 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: gfisher@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: **29 April 2025**

Interview date TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **970-25**

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.

