

Exams Coordinator (digital / online focus)

Student Administration, Education Services

Closing date: 15th December 2024
Job Reference: AB44072



Exams Coordinator

Salary:

£33,232-£39,105
appointment is usually bottom of the salary range.

Contract:

Fixed Term (15 months)

Location: - Central Cambridge

Department:

Student Administration,
Education Services

Responsible to:

Exam Operations Lead

Working pattern:

Full-time

Purpose of the role

The role is integral in supporting the delivery of a high quality, efficient and coordinated examination and assessment service that adapts to support the University's commitment to diversification of assessment.

Working closely with the Exam Operations Lead, the role holder will support the delivery of online exam services to all stakeholders including students, colleges and University departments. The role holder will be key in the development and delivery of necessary changes and improvements to exams and assessment as assessment methods continue to diversify.

This role will initially focus on supporting the delivery of online exams via Moodle.

The work involved in this role will be varied, key responsibilities include:

- supporting with the various administrative tasks and preparation in order to successfully deliver online exams,
- supporting with the running and delivery of examinations on the day including supporting and assisting other colleagues,
- liaising with internal and external bodies on site and facilities management,
- engaging external contractors to support the logistics of examinations, such as furniture and stationery provision,
- working with colleagues to deliver online exams and ensuring that materials required to deliver the process within University regulations and policy are accurate and available.
- identifying areas for improvement, as well as developing local solutions and embedding and training users in changes to process or functionality whilst ensuring no disruption to service delivery.

Main duties and responsibilities

1. The role holder is required to support the processes throughout the examinations annual cycle of activity from collection of course data through to publication of examination results. This includes, but is not limited to:
 - Assisting colleagues in the processes of running examinations throughout the year
 - Assisting with the implementation and delivery of necessary changes and improvements
 - Ensuring the effective operation of students' examination record, establishing and monitoring the highest standards of data integrity.
 - Working with colleagues to maintain a schedule of activity, allowing for planning of resource needs and accurate procedure for staff to access. Additionally, along with the Exams Lead, Exam Operations Lead and Exams Team Leader being the first point of contact for queries, for staff within team.
 - Undertaking reviews of process to develop improvements and efficiencies for all stakeholders.
 - Advising colleges and departmental staff on examination procedure and rules.
 - Assisting colleagues in running the exam office during the examination season, including dealing with escalated queries and issues. These often require immediate attention to ensure that no student is disadvantaged.
 - Acting as Chair / Facilitator for case conferences for students under consideration of Alternative Modes of Assessment.
 - Supporting the process of Exam Reviews – requests made by students for review of an examination process.
 - Work flexibly across the examinations team, supporting colleagues through peaks in workload

2. The role holder is responsible for the planning for and execution of examinations throughout the year (approx. 2,300 individual exams / 66,000 candidatures). This includes (but is not limited to) collection of data relating to examinations (Examiners, course organisers), examination stationery requirements and ensuring that stationery is available, provision of other materials, such as data books, specialist stationery, bibles and language dictionaries and liaison with other offices on the provision of question papers,
The role holder will be a key contact during examinations throughout the year, working with the team leader to ensure staff availability and support as needed. They will also work closely with other colleagues in the exams team, ensuring the accuracy and availability of those data sets which drive the work.

3. Supporting the Deputy Head of Mitigating Circumstances in the processing of applications for examination access arrangements and applications for examination allowances. This includes:
 - acting as 'Chair / Facilitator' for case conferences for students under consideration of Alternative Modes of Assessment.
 - Preparation of agenda and cases for consideration by the Exam Access and Mitigation Committee
 - Consideration and processing of applications for Examination Access arrangements which includes giving or withholding permission to be examined under non-standard conditions

4. To identify and deliver training and support to new members of staff using exam functionality within the Student Information System (CamSIS). Such training and support is also required with changes in functionality or business process.
This includes colleagues within the exams team, as well as colleagues within Colleges and Departments. Supervision and training is also required to support the ~200 casual staff appointed each year to support examinations.

5. Delivering authoritative and effective communication to stakeholders on matters relating to examination tasks as appropriate.
Producing and maintaining work procedures and contributing to the work schedule and work allocation for the exams team.
Undertaking other activities from time to time as requested by the Deputy Head of Exam Operations, Deputy Head of Mitigating Circumstances and the Student Administration Management team, to support the work of the Student Administration as a whole.

Person specification

Criteria	Essential	Desirable
Experience		
Experience of managing large volume data sets with complex and conflicting requirements. A high level of computer literacy and an expert user of MS Office software, particularly Excel.	✓	
A knowledge of the University's examination procedures, the procedures applying to allowances to students and a general knowledge of the structure of the Collegiate University; or the ability quickly to become familiar with all of these.	✓	
Skills		
The ability to communicate constructively, calmly and professionally with senior members of the University, senior members of the Colleges, College Tutorial Offices, Examiners, and students; the ability to convey advice clearly, concisely and with authority.	✓	
A very high level of accuracy is required as is absolute discretion (as the role holder handles confidential medical evidence) and the ability to work under pressure and in interacting with Colleges, Examiners and students in what are often stressful situations requiring immediate decisions.	✓	
Has a flexible approach and is innovative and has the ability to problem-solve, considering new approaches and solutions to problems, and able to take them forward with direction.	✓	
Qualifications		
Educated to degree level or equivalent experience	✓	
Expertise in producing and managing databases, spreadsheets and other office IT applications.	✓	
Additional Requirements		
Experience of Digital Assessment, preferably in a higher or further education environment		✓
Given the timing of the examination season, the post holder must be flexible. Some evening, weekend and bank holiday working is required.	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	C
Communication	C
Innovation and Change	C
Negotiating and Influencing	C
People Development	C
Relationship Building	C
Strategic Focus	C

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Student Administration

This role is based within the Student Administration section of Education Services, Academic Division.

Student Administration is a centralised department providing administration and specialist services that support the academic purposes of the University and is responsible for all administrative aspects of the student journey from registration to student progression, examination and graduation, and comprises six main sections:

- Examinations and Mitigation
- International Students Office
- Office for Student Conduct, Complaints and Appeals
- Postgraduate Administration
- Space modelling and allocation
- Student Records



Education Services



Based at the purpose built Student Services Centre which opened in April 2019, Education Services brings together the teams that provide key services to students. Education Services sits within the wider Academic Division of the University's Professional Services and is made up of the following teams:

- **Access & Admissions**
(Including Cambridge Admissions Office, Postgraduate Admissions Office and Student Funding).
- **Student Support**
(Including Accessibility and Disability Resource Centre, Student Wellbeing, Mental Health Advice Service and University Counselling Service)
- **Student Administration**
(including Examinations and mitigation, International Student Office, Postgraduate Administration, Student Records, Office for Student Conduct, Complaints & Appeals and Space modelling & Allocation.)
- **Education and Student Outcomes**
(including Education Quality and Policy Office, Careers Service, Postgraduate Research and the Cambridge Centre for Teaching and Learning).

These departments are supported by the SSC Support Team which delivers a shared service in the following areas:

- Financial Administration; Human Resources support, including recruitment administration; Reception and Facilities Management; Health and Safety

Terms of appointment

Appointment

Appointment will be made on a 15-month fixed term basis or the return of the post holder, whichever is the earlier. Appointments will be subject to the satisfactory completion of a six-month probationary period.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Salary

The salary range for this role is £33,232-£39,105 and appointment is usually bottom of the salary range.

Hours of Work and Working Pattern

The hours of work for the position are full-time, Monday to Friday. Between April and June, some evening, weekend and Bank Holiday working is required.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact SSCjobs@admin.cam.ac.uk

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



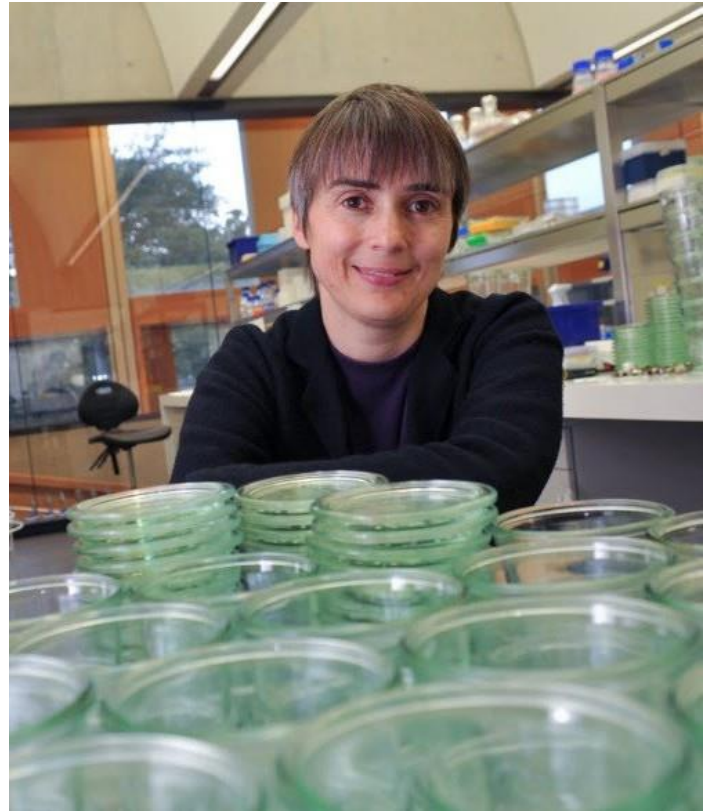
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

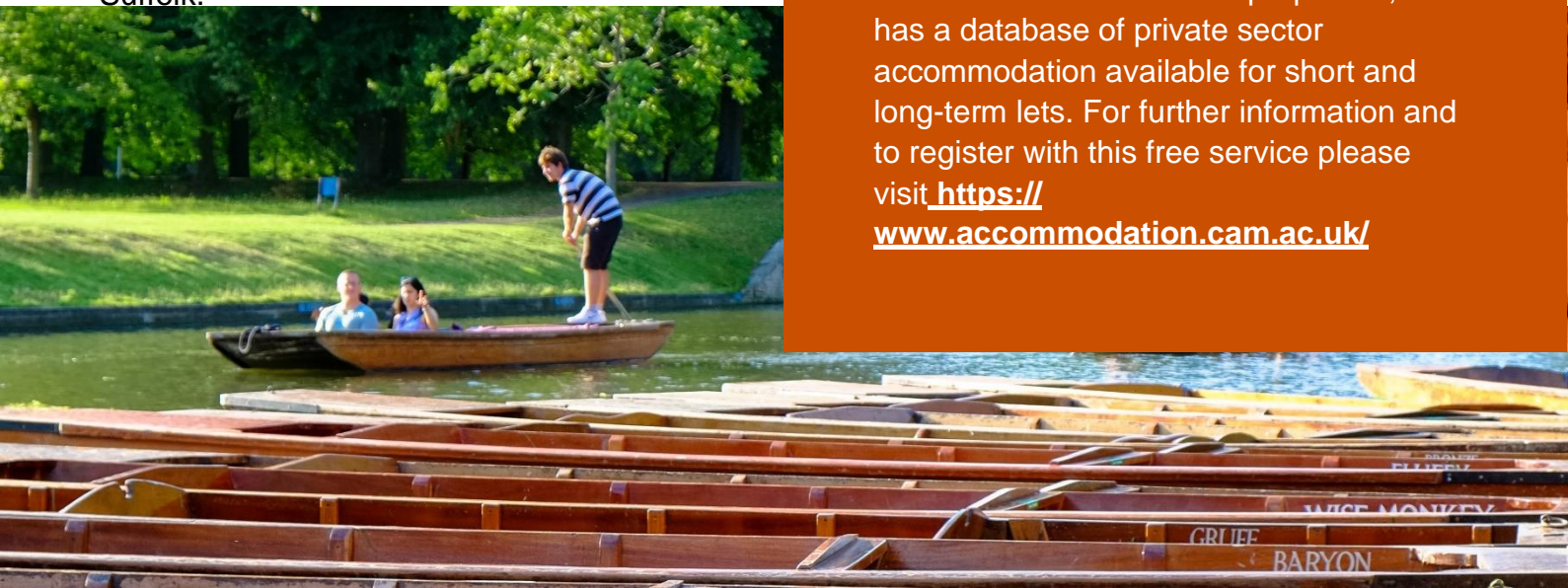
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMBens employee benefits

We offer a CAMBens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMBens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Jo Overhill, Deputy Head of Exam Operations

Email: Jo.Overhill@admin.cam.ac.uk

If you have any queries or issues regarding the application process please contact the SSC Recruitment Team at sscjobs@admin.cam.ac.uk.

The closing date for applications is: 15th December 2024

The interview date for the role is: 7th January 2025, in person
in the Student Services Centre



UNIVERSITY OF
CAMBRIDGE