

Position: **Exam Officer**

Application Deadline: 1<sup>st</sup> July 2018

**Job Description** (Summary)

To be responsible for the administration, organisation and smooth running of student examinations.

**Responsibilities:**

- To make arrangements for all internal examinations including timetable rooming and invigilation.
- To liaise closely with the Deputy Principal over issues of invigilation and cover
- To liaise closely with the Deputy Principal and other relevant staff and create the
- invigilation timetable, publicising the arrangements to girls and staff
- To sort out all "clashes" and make appropriate provisions for pupils
- To give out instructions about examination regulations and also to give out instructions on how and
- when to receive their results
- To provide relevant statistics on examination entry and examination results
- To be responsible for examination stationery
- To check official statistical returns and examination results information before publication
- To complete examination entries
- To oversee the copying and distribution of results examinations

**Qualifications and Skills:**

Good interpersonal and communication skills

Attention to detail

Aware of deadlines

Common sense and the ability to work smoothly and harmoniously with other members of staff

Ability to work with minimal supervision

**To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.