



<b>Job title</b>	Undergraduate Assessment Officer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	School of Veterinary Medicine and Science	<b>Location</b>	Sutton Bonington Campus

## Purpose of role

The person appointed will provide administrative support for the School of Veterinary Medicine and Science. The role holder will be required to work both independently and with administrative and academic staff on various aspects of the Schools business. The role holder will organise their own day-to-day work to meet clear objectives.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Support &amp; deliver UG practical assessments for the school</b></p> <ul style="list-style-type: none"> <li>▪ Plan, organise and deliver (alongside peers) the Observed Structured Clinical and Practical assessments within the school, using bespoke OSPE/OSCE software to the UG programme. <ul style="list-style-type: none"> <li>▪ Be able to troubleshoot issues</li> <li>▪ Liaise with assessment and clinical team to coordinate schedules.</li> </ul> </li> <li>▪ Work with exams officer and lead academic staff in the creation of assessment stations and ensure the exam is managed appropriately.</li> <li>▪ Accurate input of student and station information. Support the management of a substantial quantity of academic, support staff and students, with briefing and logistical materials before delivery.</li> <li>▪ Liaising with the academic lead to book role players/invigilators where appropriate.</li> <li>▪ Organise appropriate resources and utilise bespoke technical systems to capture and process marks for students.</li> <li>▪ Create and report results data and operational information for analysis and record keeping by the exams officer. <ul style="list-style-type: none"> <li>▪ Attend post exam meetings to review the data and make amendments where necessary.</li> </ul> </li> <li>▪ Provide efficient feedback to student post assessment in accordance with university policies.</li> </ul>	30%
2	<p><b>Undergraduate related activities</b></p> <p>Provide help and support to exams officer by:</p>	40%

	<ul style="list-style-type: none"> <li>▪ Supporting the management of school assessment systems to ensure standardisation and consistency across all modules; working with academic staff, inputting questions into ExamSys and help delivery undergraduate assessments.</li> <li>▪ Ensuring there is an accurate and transparent paper trail for audit purposes.</li> <li>▪ Implementing the quality assurance (QA) policies. <ul style="list-style-type: none"> <li>▪ Ensuring all exam papers and coursework are internally and externally reviewed, standard set, double marked/marked in accordance with the quality manual.</li> <li>▪ Supporting the QA process when reviewing finalised marks.</li> </ul> </li> <li>▪ Ensure academic staff are aware of key timeframes in their initial question/ paper creation.</li> <li>▪ Work with academic staff to link assessment questions to appropriate Learning Outcomes within the Undergraduate course.</li> <li>▪ Utilise information from external examination paper review and update papers in coordination with academic staff.</li> <li>▪ Ensure student records regarding additional assessment accommodations are updated in liaison with the School Disability Liaison Officer. Ensure assessment paper copies are created in alignment with these accommodations where necessary.</li> <li>▪ Following assessment completion, process examination papers to provide data for the exams officer.</li> <li>▪ Following marks processing by the Examination Officer amend ExamSys examination papers accordingly.</li> </ul>	
3	<p><b>Act as a knowledge point within the School</b></p> <ul style="list-style-type: none"> <li>▪ Provide an effective service for both academic and administrative staff within the school.</li> <li>▪ Ensuring staff are supported in their use of the following key assessment systems and that University quality standards are maintained: <ul style="list-style-type: none"> <li>▪ ExamSys</li> <li>▪ Risr</li> <li>▪ Moodle</li> </ul> </li> <li>▪ This support would also include supporting the training of academics, exam invigilators and students within the school.</li> </ul>	10%
4	<p><b>Data Management</b></p> <ul style="list-style-type: none"> <li>▪ Oversee the development and maintenance of assessment IT systems within the office.</li> </ul> <p>Working closely with the Learning and Technologies Team to develop our use of key assessment systems. Alongside acting as a key lead for centrally managed systems, such as Campus.</p>	10%
5	<p><b>Any other duties appropriate to the grade and role</b></p> <ul style="list-style-type: none"> <li>▪ Undertake professional and personal development, where appropriate, to ensure the continual updating skills and knowledge.</li> </ul> <p>Maximise service quality, efficiency and continuity.</p>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Extensive I.T. knowledge including MS Office, internet &amp; email.</li> <li>▪ Excellent oral and written communication skills.</li> <li>▪ Ability to build working relationships within the department, University and external organisations</li> <li>▪ Able to work as part of a team</li> <li>▪ Interpersonal and time management</li> <li>▪ Ability to work independently to resolve queries and maintain high level of customer service</li> <li>▪ Accuracy, reliability, willing and adaptable to learn new skills and procedures</li> <li>▪ Organise and plan workload based on prioritisation</li> <li>▪ Planning, managing and coordinating projects and events.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Significant office experience within Higher Education or other education environment.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Previous supervisory skills.</li> <li>▪ Experience in planning own work activities in response to differing deadlines and needs of the school</li> <li>▪ Flexible attitude to working hours during busy periods</li> <li>▪ Possesses a commitment to delivering high quality, professional service to students &amp; staff.</li> <li>▪ Working within a large organisation and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills, ideally with experience of the needs of a diverse group of international students</li> <li>▪ Experience of using assessment systems, such as ExamSys, Campus, Moodle or those developed by other assessment providers.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ HNC or HND in a relevant subject, or equivalent</li> <li>▪ Significant relevant office experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



