DATA & EXAMINATIONS DEPARTMENT

Information for Prospective Candidates

The Data & Examinations department comprises of a Data & Exams Manager, Exams Manager and Data & Exams Assistant. The department supports the teaching and learning across the campus by providing robust, accurate and effective data and examination information.

Duties and responsibilities of the team include the tracking, monitoring and analysis of student assessment, attendance and behaviour information through the use of a School Management Systems (SIMS) and Excel. There are half and full term procedures which must be adhered to. It is also the responsibility of the team to manage the reporting to parents via annual reports and assessment information.

The Examinations manager is responsible for all internal and external examinations. These duties include ensuring all students are registered for the correct course and entered for the appropriate exam, development and publication of an examinations timetable. The Data & Examinations Assistant supports the Manager with administration tasks during busy periods

The team must respond to many ad-hoc queries and have the ability to work under pressure and to tight deadlines to ensure the requirements of the Campus are supported.

The department is split over two offices with the Examinations manager situated close to venues and secure facilities. The Data team are based in an office in a quieter vicinity of the campus.

Dionne Illingworth
Data & Examinations Manager
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