

HR191

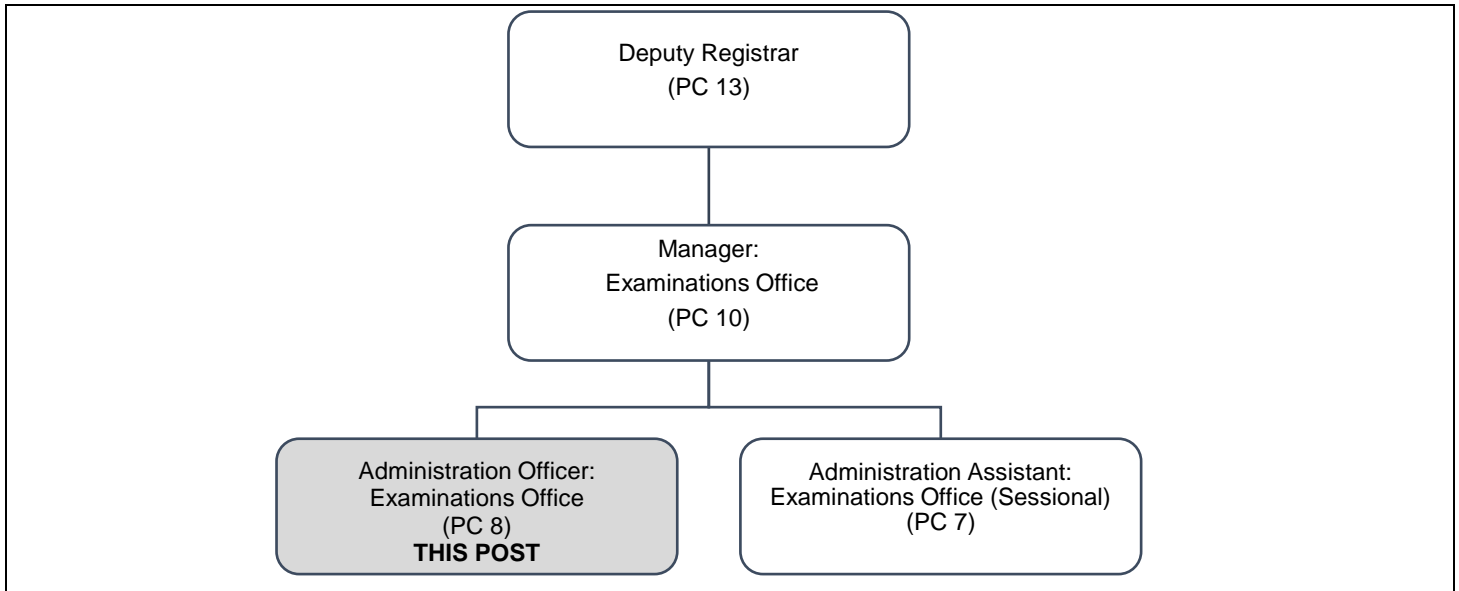
POSITION DESCRIPTION
UNIVERSITY OF CAPE TOWN
 IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

- a) Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.html>
 b) This form serves as a template for the writing of position descriptions.
 c) A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

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|---|--|------------------------------------|---------------|
| Position title | Senior Examinations Officer | | |
| Job title (HR Business Partner to provide) | Administration Officer | | |
| Position grade (if known) | Pay class 8 | Date last graded (if known) | February 2018 |
| Academic faculty / PASS department | Office of the Registrar | | |
| Academic department / PASS unit | Office of the Deputy Registrar Academic Administration | | |
| Division / section | Examinations Office | | |
| Date of compilation | 14 October 2022 | | |

ORGANOGRAM**PURPOSE**

The main purpose of this position is to assist with all the activities of the Examinations Office including the understudy of the exam timetable scheduling, the processing of examination question papers and the processing of claims related to the examinations office

| Key Performance Areas | | % of time spent | Inputs (Results/activities/processes/methods used) | Outputs (Expected results) |
|-----------------------|--|-----------------|--|--|
| 1. | <p>Authorise claims according to the documented payment process for the Examinations Office for</p> <ul style="list-style-type: none"> External Examiners Examination Invigilators for the Disability Unit and the Extra-time Venues | 25% | <p>Verifying external examiners against the faculty DC.</p> <p>Verifying no current or recent teaching appointment with the university</p> <p>Verifying course claimed against the handbook.</p> <p>All payments to be processed as per agreed upon deadlines.</p> <p>Payments are date stamped, signed, captured on electronic.</p> <p>All foreign payments must be accompanied by an SAP transaction and the SAP reference number must be recorded on the claim spreadsheet.</p> <p>A spreadsheet of all payments (examiner/ invigilator details and total paid) must be sent to HR/Foreign payments.</p> <p>Respond to all departmental/faculty/examiner queries or escalated to line manager when applicable.</p> <p>Resolve all departmental/faculty/examiner as soon as possible or escalated to line manager.</p> | <p>A spreadsheet of all payments (examiner/ invigilator details and total paid) must be sent to HR/Foreign payments.</p> <p>All departmental/ faculty/examiner queries to be responded to/processed within 24 hours (3 workdays during examination peak periods).</p> <p>All departmental/ faculty/examiner queries to be resolved as soon as possible or escalated to line manager.</p> |
| 2. | Production of Examination Timetables | 15% | <p>Communicate with all departments to request the capturing of supplementary and deferred examinable courses on the Examinations website.</p> <p>Schedule examination timetable for students and examiners for all Supplementary/ Deferred Examination Periods in accordance with UCT policies, and by the stipulated dates.</p> <p>Communicate with all departments to request the capturing of supplementary and deferred examinable courses on the Examinations website.</p> <p>Liaise with all timetable faculty representatives.</p> <p>Understudy the Manager: Examinations Office with the production and scheduling of June and November examination timetables</p> | <p>Publish an acceptable examination timetable for students and examiners for all Supplementary/ Deferred Examination Periods in accordance with UCT policies, and by the stipulated dates.</p> <p>Publish the supplementary and deferred examinations timetable on the Examinations website and in hardcopy and distribute to all relevant parties.</p> <p>Distribute an electronic copy of all examination timetables to departments, HODS, Deans, Traffic, ICTS, CPS, P&S, and Maintenance</p> <p>The June and November timetables are scheduled and published according to Senate guidelines on the annual dates set by the Examinations Officer. This will be done in the absence of the Examinations Officer, should the need arise.</p> |

| Key Performance Areas | | % of time spent | Inputs (Results/activities/processes/methods used) | Outputs (Expected results) |
|-----------------------|--|-----------------|--|---|
| 3. | Question Paper Processing | 30% | <p>Ensure that question papers sent to the Examination Office are printed, packed, and prepared for the examination as per the Policy published in the Exam Policy Manual.</p> <p>Record each paper upon receipt from the department, listing total pages and total copies required. Add totals allocated to venues. i.e., main venue, extra time venue, and disability. Ensure printing and counting is accurate and in accordance with the policies.</p> <p>Accurate packing and sealing of printed paper per totals required for main, disability, and extra time venue and in accordance with the policies.</p> <p>Exam papers (if applicable) are delivered to the correct venue at the correct time.</p> | <p>Printing and counting of exam papers must be done daily to correct any problems.</p> <p>Collating of examination papers for Archives.</p> <p>Recording of stock ordered for Exam stationery.</p> <p>Security measures and the proper procedure for printing, counting, and packing observed.</p> |
| 4. | Scheduled Examination Process Facilitation | 10% | <p>Support the Examinations Office in ensuring smooth running of the scheduled examination sessions according to the Examinations Policy and University Standards</p> <p>Arrange and Manage Extra time invigilator process.</p> <p>Arrange service providers for examination period.</p> <p>Requesting of electronic sound equipment for examination sessions.</p> <p>Ordering of Examinations related stationery.</p> <p>Ensure all updated versions of exam-related documents are circulated to departments via email.</p> <p>Contribute to risk planning before the commencement of the official examination period</p> <p>Retention of attendance slips and class lists.</p> <p>Retrieval of stored attendance slips and class lists for any related queries</p> | <p>Examination Procedures and policies adhered to during the scheduled examination period.</p> <p>Invigilators for extra time venues are sourced and available for duration of the examination period.</p> <p>Invigilators for extra time venue are trained according to Senate Guidelines.</p> <p>Ensure that all service providers are timeously alerted of any changes to examination processes.</p> <p>Examination related consumables are tracked and replenished as required.</p> <p>Examination related documents are updated and shared with all relevant stakeholders.</p> <p>Examination attendance slips are logged and stored according to the universities Document Retention Policy</p> |

| Key Performance Areas | | % of time spent | Inputs (Results/activities/processes/methods used) | Outputs (Expected results) |
|-----------------------|---|-----------------|--|---|
| 5. | Off-Campus Examinations | 10% | <p>Act as intermediary between student and the university to ensure effective completion of off-campus examinations.</p> <p>Request the examination question paper for off-campus students from relevant department.</p> <p>Liaising with CILT (Centre for Innovation in Learning and Teaching) to ensure all students writing via online proctor has an electronic exam question paper set on Vula.</p> <p>Ensuring that the nominated proctor has all the necessary stationery and UCT invigilation protocols.</p> <p>Distributing the examination question paper and passwords according to a set timeline.</p> <p>Ensuring that the invigilator returns the answer script electronically and via courier.</p> <p>Distributing answer scripts to the relevant departments for marking</p> | <p>Ensuring that all applicants have completed the required documentation and received necessary approval (Dean, Registrar, and the Vice Chancellor).</p> <p>Examinations conducted off-campus are conducted according to the University Policy</p> |
| 6. | Marks Processing | 5% | <p>To accurately capture the supplementary and deferred examination results by the university deadline.</p> <p>Receive and log all Confirmation of Results received from departments after each examination period</p> | <p>Capturing supplementary and deferred examination results.</p> <p>Accurate filing of electronic marksheets supplied by departments on a shared drive.</p> |
| 7. | Functional Management and ad hoc duties | 5% | <p>Maintain general communications with the Examination Office</p> <p>Maintain the shared mailbox for the Examination Office</p> <p>Train the Examinations Assistant in processes related to the Examinations Office</p> <p>Substitute for the Manager: Examinations Office as required.</p> <p>Process all requests for class test stationery; FM form is processed by the General Ledgers department and reconciles payments monthly</p> | <p>Provide administrative support as requested by the Examinations Office Manager.</p> <p>Examinations Assistant is trained to ensure processes are completed effectively</p> <p>Where the Manager: Examinations Office is unable to attend meetings related to examinations (committees and others) act as the substitute representing the Examinations Office</p> |

MINIMUM REQUIREMENTS

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| Minimum Qualifications | NQF Level 6 | | | |
| Minimum Experience | At least 2 years' experience in Academic Administration | | | |
| | Valid Driver license (Code B) | | | |
| Skills | Advanced computer literacy (ability to learn Syllabus Plus) | | | |
| Knowledge | Understanding of University Finance Policies as it relates to payment | | | |
| Professional registration or license requirements | None | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Follow up | 2 | Planning & Organizing / Work Management | 1 |
| | Building interpersonal relationships | 1 | Information Management | 2 |
| | Communication | 1 | Teamwork / Collaboration | 1 |
| | Resource Management | 2 | Client / Student Service and Support | 1 |

SCOPE OF RESPONSIBILITY

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|--|--|
| Functions responsible for | Print, pack and deliver question papers in all examination sessions. Process payments related to external examiners and invigilators and produce supplementary/ deferred examination timetables. |
| Amount and kind of supervision received | Minimal daily supervision, but judgement needed in knowing when to escalate an issue to the Manager: Examinations Office. |
| Amount and kind of supervision exercised | None |
| Decisions which can be made | As per business process, with judgment to know when to escalate. |
| Decisions which must be referred | Matters that fall outside of the Examinations Policy Manual |

CONTACTS AND RELATIONSHIPS

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| Internal to UCT | Departmental and Faculty Administrators: PASS involved with examinations |
| External to UCT | Examination service providers |