



Section 1 - Description

Job Title: Examinations Coordinator
0.6 FTE (21 hrs per week)
Permanent

Grade: Grade 3 - £15,383 (£25,639 pro rata)

Location: Glasgow
Our hybrid working policy offers flexibility while maintaining a strong on-site presence. Staff are required to work from College premises for at least 50% of their contracted hours. The remaining time may be worked remotely, subject to role requirements and operational needs and in agreement with your line manager. This approach supports collaboration, team cohesion and engagement, while also recognising the benefits of home working for productivity and wellbeing.

The post holder will be required to work in College 100% of their contracted hours during the induction period.

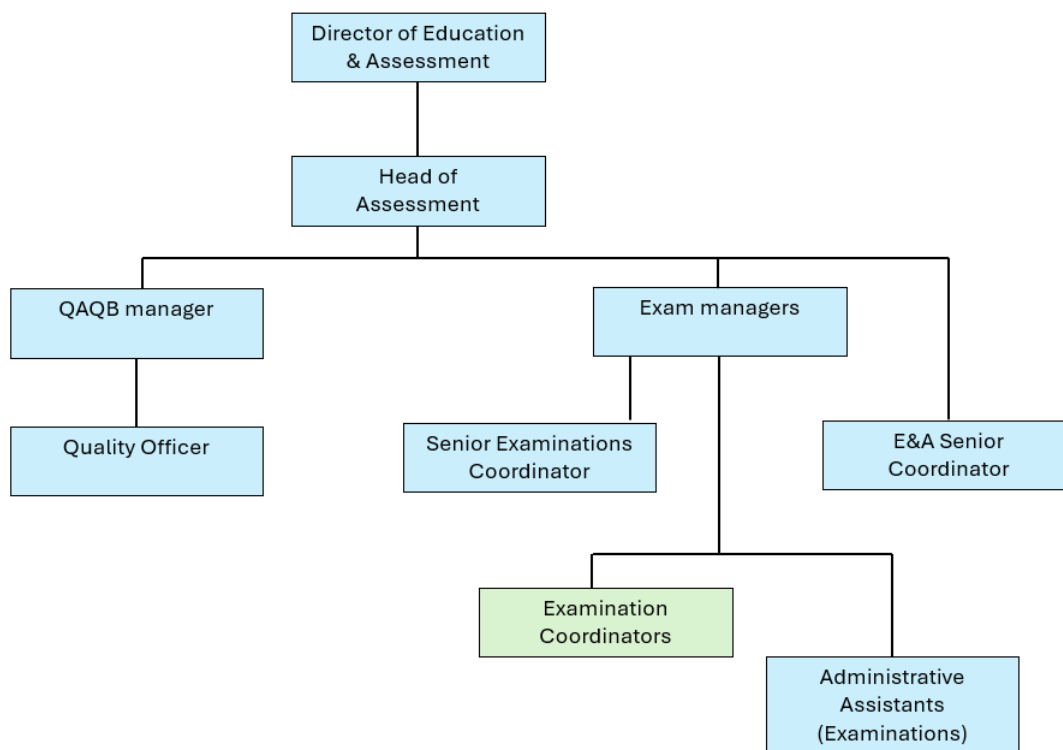
Reports to: Examinations Manager

Date: October 2025

Section 2 - Job Purpose

Reporting through the Examinations Manager to the Head of Assessment and Director of Education and Assessment, the Examinations Coordinator provides an examination coordination service for postgraduate medical, surgical and dental examinations. The post-holder will be allocated to the dental, medical or surgical examinations team, depending on examination allocation but will work across the Unit as necessary. A clear grasp of the full range of examination requirements, in the context of national assessment standards, needs to be developed, allowing the coordinator to follow Standard Operating Procedures (SOPs) for exams, but also to raise queries to the manager where appropriate. The role involves multi-tasking, planning and working both independently and as a team member, and requires strong organisational skills and attention to detail.

Section 3 - Organisation Chart



Section 4 – Job Dimensions

- No direct budgetary or people management responsibility
- Administration of 3-6 examination diets per annum, including both online and face-to-face examinations
- Management of up to 500 candidates per annum
- Communication with up to 100 examiners per annum

Section 5 - Main Responsibilities and Role

- Deliver selected examinations as agreed with the Examinations Manager, undertaking all aspects of examination administration, including:
 - Process candidate applications and payments, ensuring compliance with Examination Regulations and College or Intercollegiate policy, initiating and maintaining records on the College's management information system
 - Administer examiner applications, terms of appointment and training, ensuring compliance with Examination Regulations and College or Intercollegiate policy, initiating and maintaining records on the College's management information system
 - Prepare examination cost projections to support Unit financial management
 - Organise venues for hosting examinations, liaising with venue contacts to ensure all requirements are met
 - Administer all aspects of the conduct of examinations relating to examiners, candidates and invigilators, in accordance with relevant regulations
 - Organise examiners and invigilators for examinations, initiating and maintaining records, making travel and hotel arrangements as required

- Input and check candidate and examiner data within the online examination system
 - Produce all relevant examination paperwork for candidates and examiners
 - Maintain question banks for examinations, working with Faculty to create examination papers, including clinical images, as appropriate
 - Arrange provision of resources for examinations, including equipment (materials and specimens) and actors/patients/surrogates
 - Attend examination centres as required taking lead administrative responsibility, or providing administrative support to colleagues, in the running of the exam on the day. In conjunction with the lead Clinician(s), ensure the exam is delivered on the day in line with College policies, procedures and exam regulations
 - Prepare examination results for review in advance of publication, complying with standard examination practice
 - Arrange required payments to external venues, invigilators, examiners, actors, patients and assessment centre staff ensuring compliance with College financial procedures
 - Prepare Diploma notifications and pass lists, liaising with external authorities as required
- Organise marking of candidate examination responses, as appropriate
 - Handle all enquiries from candidates and examiners, and relating to candidates, examiners and examinations in compliance with current legislation (e.g. GDPR)
 - Provide administrative support for other examinations or activities in the Examinations Unit, attending external centres as required.
 - Organise script marking days, standard setting and adjudication days in support of exams
 - Promote and publicise examinations, including ensuring currency of Examination webpages

Section 6 – Planning and Organising

Planning for an examination is highly proactive, involving excellent planning and organisational skills.

- The ability to plan and work both independently and as a team member is essential
- The ability to multi-task is essential as Coordinators will be working on multiple exams and arrangements at the same time
- Possession of the confidence and adaptability to work with senior personnel
- The majority of the planning and organising responsibilities for an exam will lie with the Examinations Coordinator
- During the exam organisation process, and at exam delivery, the Examinations Coordinator must be able to anticipate issues and utilise their initiative and problem solving abilities, working with their Manager as appropriate, to resolve short notice issues and which could cause potential disruption to the usual planning and organisational process

Section 7 – Decision-Making

The Examinations Coordinator must prioritise their own workload, and is responsible for making a large number of the decisions that are necessary for the organisation of an examination.

- The Examinations Coordinator must work proactively, making decisions in line with examination regulations, procedures and past practices, essential to the planning process as appropriate
- The Administrator must be aware of various lines of reporting (e.g. through Managerial and Governance structures) ensuring that their line Manager and relevant parties are involved in decision making as appropriate

Section 8 – Knowledge, Experience and Skill Set Required

Knowledge:

Essential:

- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential, as is a familiarity with modern office and IT systems
- Knowledge of relevant legislation (e.g. GDPR)

Desirable:

- Understanding of the Medical/Educational/Public sector or not-for-profit environment
- Knowledge of quality assurance and maintenance of standards in relation to examinations

Experience:

- Relevant administrative experience is essential
- Demonstrable experience of organising examinations or events including all logistical arrangements as well as examiner engagement and marking/results processing is desirable

Skill Set:

- Strong planning and organisational skills
- Strong multi-tasking skills
- Ability to work to strict timescales in order to meet deadlines
- Attention to detail
- Ability to interpret detailed Regulations
- Efficient flexibility
- Proficiently proactive and reactive
- Strong team-worker
- Excellent communication skills
- Good interpersonal skills
- Customer focussed and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner

Section 9 – Job Context and Special Features

- Provide administrative support to Examination Boards as required, including minute taking
- Establish and maintain working relationships with intercollegiate partners, collaborating in the running of examinations as required

- Attendance at exam centres for examination delivery as detailed above is integral to the role
- Additional hours need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations. Meetings may require attendance in the evening and exams will require early morning attendance at centres and/or later finishes.
- The post holder will be required to travel within the UK and internationally, therefore periods away from home of up to 1 week at a time, 1-2 times per year are necessary.
- Ability to be flexible with working days, agreed in advance through the Examinations Manager, is required to meet the needs of the business.