

ASSESSMENT COORDINATOR

RESPONSIBILITIES:

Policy:

- Execute an internal policy that is in line with the Department of Basic Education (DBE) and the relevant examination board's policies (input into internal policy).

Assessment:

- Establish processes for assessment and moderation.
- Establish processes for marking and moderation.
- Arrange memorandum meetings.
- Assist in capturing marks on the assessment system.
- Create and distribute reports.
- Verify the accuracy of the grouping and payment process.
- Coordinate the feedback between the markers and the education specialists on examination support.
- Handle escalating queries on academic subjects.
- Follow up on Supplementary/Entrance Examination marking.
- Follow up on outstanding PATs and Orals.
- Follow up on outstanding June and Preliminary Examination papers.
- Be pro-active when it comes to follow-up targets (e.g. emails, spreadsheets, etc.).
- Meet the minimum requirements on subject submission targets.

Client enquiries:

- Deal with all client enquiries regarding assessment and moderation.
- Manage all administrative enquiries from markers.

Markers:

- Recruit markers for all grades.
- Verify markers' banking details.
- Follow up on return dates.
- Verify markers' financial payment statements.
- Confirm the completion of marking before receiving work back from markers on the *my.Impaq*

platform.

- Keep a marker activity spreadsheet to ensure accuracy.

General:

- Coordinate communication regarding assessment and moderation to learners.
- Manage section administration.
- Manage the department's stationary.
- Prepare teacher files.
- Create and send transfer cards.
- Adhoc duties.

REQUIREMENTS:

Essential:

- Gr 12 or equivalent.
- Five years' administration experience.
- Working experience in assessment, management, communication, administration, or education. (Working experience in education will be advantageous).
- Computer literacy – MS Office.

Other requirements:

- Flexibility to work between 7:00 and 17:00 on weekdays.
- Willing to work some weekends.
- Be able to work under pressure.
- Be able to accurately handle a large volume of work in a short period of time.
- Outgoing personality.
- Good communication skills.
- Assertive.

Salary is market related.

Please send your CV to cvs@impaq.co.za