



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Assessment and Regulation Officer

Department/Division: Media & Communications

Accountable to: Department Manager

Job Summary:

The postholder has lead administrative responsibility for day-to-day matters relating to the assessment and regulation arrangements for the Department of Media & Communications taught postgraduate programmes, and acts as the primary point of contact for the programmes' students and staff regarding assessment processes and regulations.

Key tasks include:

- To take lead administrative responsibility for planning the assessment processes for the Department. Including: planning internal deadlines within the Department to ensure that Student Service Centre deadlines are met; communicating deadlines, policies and procedures to staff; developing and improving assessment processes and feeding into procedure reviews; co-ordination and direction additional support in busy periods.
- To provide accurate and timely advice to staff and students with regards to assessment regulations, and regulations for the award of a degree, and to act as the main point of contact for all matters relating to assessment.
- To provide effective administrative and advisory support to the Chair of the Exam sub-Board internal markers, External Examiners, students and colleagues in the Department.

Duties/Responsibilities

Service delivery

- To coordinate the arrangements for taught postgraduate course examinations, including organising examination paper scrutiny meetings, liaising with External Examiners regarding proposed examination papers and student marks, collating and submitting student marks, liaising with the examinations office, and servicing the examination board meetings, including preparing all board meeting papers.
- To ensure that all MSc programme assessment procedures, processes and record-keeping are efficient and accurate, making recommendations and implementing improvements as necessary in line with School regulations.
- To proactively deal with student enquiries relating to assessment processes, including deferral and extension requests, and to provide support and advice to students in a sensitive and timely way.



- To maintain the confidentiality of sensitive information, recognising where a problem should be referred elsewhere.
- To work closely with academic and Professional Services colleagues to ensure a high standard of service is delivered to all Department staff and students.
- To oversee update to course guides and the prospectus.

Planning and organisation

- To oversee the taught assessment processes in the Department, from scrutiny meetings to examination board.
- To set and meet internal deadlines that anticipate and comply with School deadlines, taking into account the needs of staff, External Examiners, and students.
- To manage own workload with minimal supervision, and take responsibility for advising staff of upcoming deadlines and ensuring that deadlines are met.
- In conjunction with appropriate staff (including the Examination Board Chairs and the Service Delivery Manager (Postgraduate Taught Programmes)), to ensure that clear and succinct guidance is issued to academic staff and students
- To use School student records systems to extract data as required..
- To manage the administration of plagiarism processes within the Department.
- In conjunction with relevant academic staff, to write to prize winners and donors with reference to awards and events, and – where appropriate – to renew any prizes due to expire.
- To provide an annual report to Teaching Committee on new prizes and continuing awards, and to advise where appropriate on areas of possible expansion.

Communication

- To prepare accurate, effective and timely assessment information for students and staff concerning assessment criteria and classification schemes.
- To pro-actively share information with students relating to assessment by maintaining and updating the Exams and Assessment sections of the relevant Moodle and postgraduate programme web pages. To liaise with relevant programme administrators to ensure effective communications around the examination and assessment processes.
- To ensure External Examiner Reports are sent on to the relevant Examination Board Chair, and to assist on any issues to be addressed; where a response is required, to liaise with relevant colleagues to put recommendations on the agenda of the next available Teaching Committee.
- To be the main point of contact in the Department for External Examiners, Student Service Centre and the Assessment Regulations Team.
- To have a thorough understanding of School assessment regulations and procedures, including those relating to assessment misconduct, referring questions on where necessary.
- To seek out, and share, best practice with respect to examinations and assessment.



- To be the first point of contact for queries on regulation and assessment, using initiative and decision-making skills to devise appropriate responses.

Initiative and problem solving

- To exercise initiative in the development of the assessment procedures for all Law programmes.
- To draw on knowledge and experience to proactively seek improvements in School as well as Department assessment processes, and actively to participate in opportunities to feed into the development of these initiatives.

Liaison and networking

- To liaise with the Chair of the Exam sub-Board and with External Examiners
- To liaise with Registry regarding the submission of examination papers, including resit/deferred papers and any permitted materials as well as the submission of marks and Board papers.
- To liaise with academic staff who are responsible for decisions regarding student marks, advising them appropriately on regulations and providing accurate records.

Teamwork and motivation

- To contribute actively and positively to the effectiveness of the Professional Services Team and to the Department's objectives.
- To proactively contribute to and support implementation of best practice developments.
- To foster a collegial atmosphere between departmental colleagues at all levels and in all staff groups.
- To recognise the needs of a diverse student and staff body.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)



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Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.