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DISGRIFIAD SWYDD

Teitl y Swydd	Swyddog ASGRh (EMIS)
Gradd/Graddfa	Graddfa 3-4
Lleoliad	Ystrad Mynach
Adrodd i	Cyfarwyddwr Arholiadau a SGRh

Cyfrifoldebau Cyffredinol:

1. Cofnodi data a chynnal cofnodion dysgwyr a chwricwlwm a Gweinyddu Cofrestru Arholiadau, Cofrestru, Asesu a Chanlyniadau.
 2. Cymryd rhan mewn Datblygu Staff.
 3. Bod yn ymwybodol o bolisiau'r Coleg, e.e. Cyfleoedd Cyfartal, Iechyd a Diogelwch ac Ansawdd.
 4. Cydymffurfio â Rheoliadau a Gweithdrefnau Ariannol y Coleg bob amser
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Cyfrifoldebau Allweddol:

1. Mewnbynnu a phrosesu data i SGRh y Coleg a systemau eraill, megis:
 - a. Cofrestru Myfyrwyr
 - b. Cwricwlwm
 - c. Cofrestru Arholiadau Cyrff Dyfarnu a Chanlyniadau Arholiadau
2. Penderfynu ar broses a chofnodi Ffioedd Dysgu, Cofrestru ac Arholiadau.
3. Cysylltu â chyrrff dyfarnu allanol a chyfadranau ac ysgolion mewnol wrth drefnu asesiadau, cofrestru dysgwyr a threfniadau mynediad.
4. Gwaith gweinyddu cyffredinol e.e. penderfynu ar godio data ar gyfer Ffurflen LLWR a SGRh y Coleg, dosbarthu gohebiaeth y Corff Dyfarnu, prosesu Tystysgrifau Arholiad.
5. Diweddarau systemau'r SGRh a'r Corff Dyfarnu'n barhaus, e.e. trosglwyddo, tynnu'n ôl, newid manylion, cofrestru a mynediad.
6. Diogelu arholiadau a deunyddiau asesu eraill cyn arholiadau.

7. Paratoi ar gyfer arholiadau gan gynnwys amserlennu ystafelloedd a goruchwylwyr, cynhyrchu cynlluniau eistedd a threfnu papurau a deunyddiau ac adnoddau eraill.
8. Diogelu sgriptiau arholiad a'u trosglwyddo i arholwyr a chyrrff dyfarnu.
9. Dethol data o wahanol systemau, e.e. SGRh a Chyrrff Dyfarnu, gan ddefnyddio amrywiaeth o feddalwedd.
10. Bydd gan bob aelod o staff a gyflogir yng Ngholeg y Cymoedd gyfrifoldeb dros ddiogelu a hyrwyddo lles dysgwyr.
11. Hyfforddi staff ar sut i oruchwyllo arholiadau a chynnal asesiadau ar gynnal arholiadau.
12. Unrhyw ddyletswyddau eraill y gall fod eu hangen, sy'n briodol i radd y swydd

Cytunwyd gan Ddeiliad y Swydd _____ Dyddiad Gall dyletswyddau a chyfrifoldebau'r holl swyddi newid o bryd i'w gilydd a bydd disgrifiadau swydd yn cael eu diwygio fel bo'r angen er mwyn cofnodi'r newidiadau. Gwneir hyn mewn trafodaeth lawn â deiliad y swydd.



JOB DESCRIPTION

Job Title	EMIS Officer
Grade/Scale	Scale 3-4
Base	Ystrad Mynach
Reporting to	Director of Exams and MIS

General Responsibilities:

1. Data entry & maintenance of learner & curriculum records and the Administration of Examination Registrations, Entries, Assessment and Results.
 2. To participate in Staff Development.
 3. To have an awareness of College policies e.g. Equal Opportunities, Health and Safety and Quality.
 4. To comply with the Financial Regulations and Procedures of the College at all times
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Key Duties

1. Enter and process data into the College's MIS and other systems, namely:
 - a. Student Enrolments
 - b. Curriculum
 - c. Awarding Body Registration Exam Entries and Exam Results
2. Determine process and record Tuition, Registration and Exam Fees.
3. Liaise with external awarding bodies and internal faculties and schools in organising assessments, learner registrations and access arrangements.
4. General administration work e.g. determine the coding of data for entry into the LLWR Return and College MIS, the distribution of Awarding Body correspondence, processing Exam Certificates.
5. Continuous update of the MIS and Awarding Body systems e.g. transfers, withdrawals, change of details, registrations and entries.
6. Security of examination and other assessment materials prior to examinations.

7. The preparation for examinations including the timetabling of rooms & invigilators, producing seating plans and the organisation of papers and other materials and resources.
8. Security and transmission of examination scripts to examiners and awarding bodies.
9. Extract data from various systems e.g. MIS and Awarding Bodies, using a variety of software.
10. All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of learners.
11. Train staff on how to invigilate examinations and carry out assessments on the conduct of examinations.
12. Any other duties which may be required, appropriate to the grade

Agreed by Post Holder _____ Date

The duties and responsibilities of all posts are subject to change from time to time and job descriptions will be amended as necessary to record these changes. This will be done in full discussion with the post holder.