Senior Consultant- Exam: (01-POST)

Name of the Post	Senior Consultant- Exam
Location	Navi Mumbai
Job Description	• Develop and implement a comprehensive strategy for the administration of exams, ensuring alignment with academic goals and regulatory requirements. • Lead the development of examination policies, procedures, and protocols to ensure fairness, consistency, and academic integrity. • Oversee the planning, scheduling, and coordination of all university examinations, including midterms, finals, entrance exams, and special assessments. • Ensure the timely production and distribution of exam materials, including question papers, answer sheets, and grading rubrics. • Manage the logistics of exam venues, including room bookings, seating arrangements, and the allocation of invigilators. • Oversee the implementation of online exams, ensuring security protocols such as identity verification, remote proctoring, and anti-cheating technologies. • Provide training and support to faculty and staff on the use of digital assessment tools and software. • Implement rigorous quality assurance measures to maintain the integrity of the examination system and prevent malpractice or fraud. • Handle student appeals and grievances related to examination processes or results, ensuring fair and transparent resolution procedures. • Develop and implement security measures to safeguard examination materials, including encryption of digital exams, secure storage of physical papers, and strict access controls.
Qualification & Experience	1. Master's degree in Business/ IT or a related degree, expertise in assessment and examination practices preferred. 2. A minimum of 8-10 years of experience in examination management, academic assessment, or university administration. 3. Strong understanding of exam systems, both traditional and digital, with a track record of managing large-scale assessments. 4. Experience with digital assessment platforms, online proctoring systems, and automated grading solutions. 5. Experience in university examination management, particularly within a large academic institution or education body. 6. Experience in implementing or managing digital examination platforms and remote proctoring solutions.
Salary	INR-**90000/-** per month [Consolidated]

Mumbai- 400 001