

JOB DESCRIPTION

Job title: Examinations Invigilator

Reports to: Examinations Officer

Salary: Casual - £9.00 per hour

Job purpose:

To ensure the correct conduct of external examinations in accordance with awarding organisation regulations and procedures issued by the Examinations Office and to support the Examinations Office in matters relating to the completion of examinations.

Key Responsibilities:

- Undertake regular training sessions and attend and participate in update meetings, including giving feedback to colleagues and managers.
- Be aware of and understand exam regulations for the various exams you are invigilating.
- Work towards the ability to lead an exam session, supervising a team of up to 11 other invigilators.
- Report to the Examinations Officer up to one hour before the exam start time.
- Run on-screen tests including controlling candidate work stations and invigilator dashboards OR paper-based exams as required.
- Collect exam materials from the Examinations Officer or assist the Officer in the checking and distribution of question papers, stationery or additional equipment required in the exams, and be responsible for the security of the exam materials.
- Ensure exam room is set out in accordance with regulations, including the correct distribution of question papers or log-in details, displaying of posters and completion of notices for start and finish times, etc.
- Place desk labels for candidates as directed by the Lead Invigilator or Exams Officer.
- Start and finish exams at correct times and complete seating plans and registers and any other paperwork required, including checking the identity of the candidates.
- Make starting and finishing announcements to candidates as required.
- Actively invigilate examinations in accordance with regulations and College guidelines and ensure that any incidents and cases of malpractice are recorded and reported to the Lead Invigilator and Examinations Officer.

- Take responsibility for students, including those requiring additional arrangements including acting as a scribe or reader or allowing extra time as necessary.
- Supervise clash candidates as appropriate.
- Collect scripts and question papers, collate them with exam registers, and correctly return all materials to the Examinations Officer.
- Be aware of emergency procedures to follow in the event of a fire alarm or other incident or disruption.
- Assist with the posting of examination scripts as required.
- Work flexibly within the examination timetable, including covering unforeseen circumstances.
- Assist with other events within the exams cycle, such as the distribution of results and certificates.

General Responsibilities:

- Work within the requirements of the college's established 'Key Features of an Outstanding Support Area' which reflect the college's operational aims and objectives.
- Undertake training and development activities relevant to the position.
- Cooperate with the college in complying with relevant health and safety legislation, policies and procedures.
- Carry out the duties and responsibilities of the post in compliance with the college's equal opportunities policy.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and undertake training as required.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification – Invigilator for Examinations

Criteria for Selection	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths grade A –C, or equivalent or able to demonstrate this level of literacy and numeracy 	<ul style="list-style-type: none"> Qualification in management or supervision
Experience	<ul style="list-style-type: none"> Recent experience of working with young people. Working with people of varied levels of ability and outlook. Experience of dealing with needs of varied stakeholders. 	<ul style="list-style-type: none"> Experience of working in an educational environment. Experience of supervising a diverse team. Awareness of the needs of students in Post-16 education.
Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills both oral and written. Ability to understand rules and their appropriate implementation. Understanding of the implications surrounding the security of the exam materials. Excellent interpersonal skills. Ability to work unsupervised and use initiative. Accuracy and eye for detail. Flexibility and a willingness to work as part of a team and co-operate with other staff. Ability to organise and prioritise workload, making effective use of time and resources. Tact and diplomacy. Empathy with people under stress. Ability to keep calm under pressure. Reliable. Effective IT skills. 	<ul style="list-style-type: none"> Experience in public speaking. Knowledge of UK examinations system. Able to project authority appropriately. Sound administrative and organisational skills. Prepared to vary working hours according to demands. This will involve occasional evenings and Saturdays.
Other Requirements	<ul style="list-style-type: none"> Awareness and commitment to equality and diversity, health and safety and safeguarding. 	