

**JOB TITLE:** Invigilator

**ACCOUNTABLE TO:** Deputy MIS and Examinations Manager

**JOB PURPOSE:** To provide an efficient invigilation service in order to provide the best conditions possible for candidates and to prevent any breach of the rules under which examinations are conducted.

**KEY RESPONSIBILITIES**

- To respond promptly and clearly to all requests to work and, once allocated work, to give the maximum possible notice of inability to attend any session for which you have been booked.
- To familiarise yourself with the current edition of Instruction for the Conduct of Examinations and any other written instructions distributed by the Examinations Office.
- To work under the direction of the Examinations Officer or a chief invigilator and, in conjunction with fellow invigilators, ensure an alert and comprehensive supervision of candidates.
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in strict accordance with agreed procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats, advising them about possessions permitted in examination venues and ensuring that they do not talk inside examination venues.
- Invigilating during examinations by unobtrusive patrolling around the examination room, dealing with queries raised by candidates and dealing with examination irregularities in strict accordance with agreed procedures.
- Completing attendance registers accurately during examinations.
- To report immediately to the examinations team any instances of cheating or suspected cheating or any other improper behaviour.

- Escorting candidates from venues during the examinations as required. Supervising candidates whilst outside examination venues, for example, whilst in 'quarantine' due to examination timetable clashes.
- Collecting and collating scripts at the end of the examination in strict accordance with agreed procedures.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorization and ensuring that candidates leave venues in an orderly and quiet manner.
- To work in the bag storage room, as necessary (this will involve some lifting).
- To undertake any necessary training and professional development as required.

### **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holder's own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

### **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive, and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

*I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.*

<b>Print Name:</b>		<b>Signed:</b>		<b>Date:</b>	
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<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
Good numeracy skills (Mathematics GCSE grade A-C, or equivalent)	Essential	Certs/App Form
Previous invigilation experience	Desirable	App Form/Int
Experience of working with young people	Desirable	App Form/Int
Experience of working as a scribe or a willingness to learn	Desirable	App Form/Int
<b>Experience, Knowledge &amp; Abilities</b>		
Good attendance record	Essential	Int
Ability to maintain concentration and remain alert whilst dealing with monotonous tasks	Essential	Int
Ability to take direction and follow instructions	Essential	App Form/Int
Ability to work with accuracy and attention to detail	Essential	App Form/Int
Ability to work under pressure and to tight deadlines	Essential	App Form/Int
Ability to work with young people in a friendly and professional manner	Essential	App Form/Int
Ability to work effectively in a team	Essential	App Form/Int
Ability to use own initiative	Essential	Int
<b>Interpersonal Skills &amp; Qualities</b>		
Energetic, reliable and positive	Essential	Int
Careful with routine tasks	Essential	Int
Willing to be flexible in approach to work	Essential	Int
Committed to the development of own skills	Essential	Int