

JOB DESCRIPTION

TITLE: Exams Invigilator

RESPONSIBLE TO: Exams Officer

PURPOSE OF JOB:

To provide support to the examination process

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may require working at other campuses of the College.

3. Particular to the Post:

- 3.1 To lead on the running of exam rooms in accordance with JCQ/awarding body regulations
- 3.2 To set up examination venues by laying out stationery, equipment and examination papers in accordance with JCQ procedures
- 3.3 To assist candidates prior to the start of examinations by directing them to their seats and advising about possessions permitted in the examination venue
- 3.4 To interpret and read aloud the regulations of the exam to large groups of learners
- 3.5 To ensure candidates remain under examination conditions once inside the exam room
- 3.6 To deal with queries raised by candidates and resolve issues in accordance with strict procedures
- 3.7 To complete attendance registers and seating plans during exams
- 3.8 To record details of late arrivals and irregularities in the exam room and report to the Exams Officer as necessary
- 3.9 To supervise and escort clash candidates between rooms as required
- 3.10 To collect and collate scripts at the end of the examination in accordance with strict procedures
- 3.11 To supervise candidates leaving examination rooms ensuring examination conditions are maintained and exam papers and stationery are not removed from the exam room

4. Person Specification:

- 4.1 Experience of working in an educational environment – Desirable
- 4.2 Experience of working as an invigilator - Desirable
- 4.3 An understanding of the examination process - Desirable
- 4.4 Effective oral / written communication skills – Essential
- 4.5 Effective Numerical skills – Essential
- 4.6 Accuracy and attention to detail – Essential
- 4.7 Flexible approach to work – Essential
- 4.8 Ability to relate to academic staff and students – Essential
- 4.9 Ability to work under pressure and to tight deadlines - Essential

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.