

JOB DESCRIPTION

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| Post: | Invigilator |
| Reports to: | Exams Officer |
| Salary: | £14.80 per hour |
| Hours of work: | Various across different days |
| Location: | Croydon College/Coulston College |
| Duration: | Seasonal (January, March, May, June and November) |

PURPOSE AND SCOPE OF JOB ROLE

To ensure the correct conduct of external examinations in accordance with JCQ regulations and procedures issued by the Examinations Manager.

Must be available for November, January, Summer exams series and occasional evening exams.

Further Education is continually developing and the rate of change is unlikely to slow down. You must therefore be flexible to take on changing responsibilities.

Specific duties of the role:

1. To organise the examination room, by checking and ensuring that the room is equipped with clock(s), notices etc., and by distributing examination papers, answer books and other materials prior to the examination.
2. To admit students to the examination room in a controlled manner and help them to be seated in the correct places.
3. To ensure that any unauthorised materials brought into the examination room by candidates are placed out of reach of candidates before the examination commences.
4. To inform candidates, that they are subject to the regulations of the examination and to outline those regulations.
5. To announce clearly to the candidates, when they may begin to write, specifying the time allowed for the paper(s).

6. To allow candidates any access arrangements to which they are entitled to, e.g. extra time, supervised rest breaks etc.
7. To verify the identification of the candidates sitting the examination and to complete attendance lists and seating plans.
8. To actively invigilate the examination in accordance with JCQ regulations and College guidelines and to ensure that any cases of malpractice are reported to the Lead Invigilator. Invigilators should not carry out any other duties during the examination.
9. To ensure that candidates are supplied with the sufficient answer books/sheets during the examination.
10. To supervise reader/scribe when invigilating an access arrangement exam.
11. To provide assistance to candidates within the rules and regulations of the examination.
12. To report any discrepancies or other issues to the Lead Invigilator.
13. To collect completed scripts and check them off against the attendance list.
14. To take responsibility for students requiring additional access arrangements including acting as a reader or allowing extra time as necessary.
15. To maintain confidentiality in all matters relating to examinations at the College.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



SAFEGUARDING

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

