

ROLE DESCRIPTION

ROLE TITLE: Examination Invigilator

REPORTING TO: Examination Officer

LOCATION : Franklin College, Grimsby

APPOINTMENT TYPE: As and when required during main examination periods.

DATE: November 2019

ROLE PURPOSE:

To provide support to the examination process.

DIMENSIONS:

Direct reports: None

Budget responsibility: None

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that the conduct of examinations takes place within the guidelines set by the Joint Council for Qualifications (JCQ) and the awarding bodies.
2. To have a key role in upholding the integrity and security of the examination process.
3. Assist with setting up the examination room by laying out stationery, equipment and examination papers in accordance with strict procedures.
4. Assist candidates prior to the start of examinations by directing them to their seats and instructing candidates in the conduct of their examinations.
5. Ensuring candidates do not communicate with each other once inside the examination room and comply with strict examination conditions.

6. Assist in confirming the identification of all candidates sitting an examination.
7. Invigilating during examinations, handling queries raised by candidates and dealing with emergencies or examination irregularities in accordance with strict procedures and regulations.
8. Supervise and observe candidates at all times and be vigilant throughout examinations whilst keeping disruption in the examination room to a minimum.
9. To assist in the collection of examination scripts which need to be collected in order, by candidate number and ensuring scripts are kept secure and under supervision at all times.
10. Supervising candidates leaving examination room, ensuring that candidates do not remove equipment or stationery from the room and ensuring candidates leave in an orderly and quiet manner.
11. Undertake training, update and review sessions as required.
12. Undertake where required, other duties requested by the Exams Officer including but not limited to, centre supervision of exam timetable clash candidates between exam sessions and the invigilation of candidates on a one to one basis where need arises.

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process		Essential or Desirable	Method of Candidate Assessment * A, I, T or P
Experience			
1. Previous experience of invigilating examinations.		D	A,I
2. Experience of working with young people and/or in an educational establishment.		D	A,I
Educational/ Vocational Qualifications			
1. Good general education, including at least GCSE (or equivalent) in English and Maths		E	A,I
Skills, Knowledge & level of competency.			
1. Highly developed communication skills.		E	A,I
2. The ability to understand and empathise with staff and student needs.		E	A,I
3. An innovative approach and proactive style.		E	A,I
4. The ability to analyse and solve problems and implement change.		E	A,I
5. Highly tuned procedural and systems development skills.		E	A,I
Personal Qualities and Social Skills			
1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing		E	A,I
2. Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts		E	A,I
3. A commitment to student success.		E	I

4. A commitment to equal opportunities and diversity management.	E	I
5. Ability to influence others.	E	I
6. A responsive and flexible attitude to changing needs and demands.	E	I
7. Self motivated with a high level of personal initiative.	E	I
8. Committed to excellence, continuous improvement, customer focus, team working and self / staff development. Flexible and approachable, enthusiastic and self motivated.	E	I
9. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	A, I
Constraints		

GRADE OF POST: £9.20 per hour and £9.81 for a Lead role.

HOURS OF WORK The main examination period takes place in May and June and the length of sessions can vary. You will always need to be available at the start of each session and for its duration. The number of sessions you are allocated can vary week on week.

Morning sessions begin at 8.30 am.
Afternoon sessions begin at 1.00 pm.