

## Exam Invigilator job description

Reporting to	Examinations Co-Ordinator	Hourly pay rate	£12.00
Hours of work	By negotiation and agreement during the academic year for main exam periods in January and the Summer Exam series, other exams will be conducted throughout the year during the day and for our evening and Saturday courses when external invigilators may be required.		

### **General requirements**

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided for the variety of examinations the College has to conduct such as paper based exams, online exams
- Invigilators are required to declare if they are currently invigilating or have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have good IT skills (familiar with use of computers, email, mobile phone messaging etc.) for basic admin and running of online assessments

### **Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams**

- Report to and be briefed by the Exam's Co-ordinator/Officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Support in preparation for each type of exam/assessment as and when necessary
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

### **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register

- Securely return all exam scripts and exam materials to the Exam's Co-ordinator/Officer
- Prepare scripts to be organised and sent back to the relevant Awarding Organisation
- Complete any other admin duty

### **Other tasks**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the Exams Co-ordinator/Officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### **General duties and responsibilities**

1. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
2. To operate in accordance with the College's policies and procedures.
3. To act in a safe manner which safeguards the health and safety of yourself and others.
4. To be aware of equality and diversity, the needs of customers and students and demonstrate these principles in all aspects of your work.
5. To be familiar with and comply with the College's safeguarding requirements, which protect the welfare of children and vulnerable adults.
6. To participate in and take responsibility for your own learning and development. Participate in the College's Continued Professional Development programme and undertake training as required
7. Work flexibly, which may include evenings, possibly weekends and variable hours
8. Be able and willing to work at different sites if required

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.