



Job Description:

Job Title	Exam Invigilator
Department	MIS
Grade	3
Scale	Business Support
Contract	Temporary
Location	East Ham

Our Vision & Values

“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.”



College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.



Job Purpose

Invigilation is an exceedingly important task which can determine the outcome of an exam series as much as exam administration or teaching. As you know the college has decided to increase the numbers of invigilators for this year's exams and you have been entrusted with this task.

Key duties and responsibilities of the post

As an Invigilator you play a key role in upholding the integrity of the external examination /assessment process.

The role of the invigilator is to ensure that the examination is conducted according to JCQ/Awarding Body instructions in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

As an invigilator you are responsible for:

- Following the NCFE Invigilator Training Guide and the NCFE Invigilation Policy.
- Setting up examination rooms in accordance with the College and awarding body regulations and guidelines.
- The administration and conduct of examinations to which you are assigned in accordance with College policy and awarding body regulations, this includes the distribution and collection of examination papers, and any additional authorised material.



- Maintaining safe custody of examination papers at all times, ensuring you know and implement the College policies on assessment and assessment malpractice, and report any incidents of malpractice.
- Completing the NCFE Invigilation Pro Forma document (including seating plan)
- Support College initiatives and aspirations to achieve Net Zero carbon.

Person specification:

As an invigilator you must:

- Understand and follow the responsibilities of an invigilator as highlighted in the NCFE Invigilation policy and training
- Be familiar with the JCQ ICE Instructions.
- Give all your attention to conducting the examination properly.
- Be able to observe each candidate in the examination room at all times.
- Be familiar with the **JCQ Warning to Candidates**, **JCQ Information for candidates** and **the JCQ Mobile Phone poster**, (see **Appendices 4, 5, 6 and 7**) and any specific instructions relating to the subjects being examined.
- Inform the examination team if they are suspicious about the security of the examination papers. (In such cases, the head of centre **must** inform the awarding body **immediately** and send a full written report within 7 days of the suspicion arising.)

As an invigilator you must NOT:

- Carry out any other task (for example, reading a book or marking) in the examination room.
- Provide advice to candidates or comment on the question paper or advise on which questions are to be attempted.
- Offer any advice or comment on the work of a candidate.

