

ROLE PROFILE

General Details	
Job Title	Exam Invigilator
Vacancy Number	VN460
Department	Exams
Reporting to	Exams Team Leader
Responsible for	No direct reports
Place of work	Telford College
Tenure	Casual
Hours/FTE	Flexible working pattern as required according to exam tim
Salary	£9.07 per hour
DBS	Enhanced
Closing Date	Monday 17th February 2020
Interview Date	Wednesday 26th February 2020

The Post

The role of Invigilator is to assist with the conduct and supervision of the College's public examinations both written and electronic to ensure that they are carried out in accordance with the JCQ and awarding body statutory rules and regulations in any of the examination rooms the College may use. Invigilators have a key role in upholding the integrity of any internal/external examination/assessment process.

Main duties and responsibilities

The successful applicant will be expected 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
- Duties include
 - Being the Lead Invigilator in charge
 - To be one of a team of invigilators in a large venue
 - Support a Lead Invigilator in a room for students requiring specific access arrangements
 - Acting as a prompter, reader, or scribe for a candidate

Invigilators **must:**

- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times

Invigilators **must not**

- carry out any other non-examination related tasks in the examination room

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates

- To deal with candidate queries
- To start exams

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
 - 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

Other Corporate Responsibilities:

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Participate in the College's appraisal process and engage in continuous professional development.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.
- Carry out all the duties in the context of the practical application of the College's equal opportunities policy, child protection and safeguarding policy and acting responsibly at all times in order to maintain the health and safety of yourself and others.

This Job Description is current as the date shown. It is liable to variation to reflect changes in the job.

PERSON SPECIFICATION

	Essential	Desirable
1. Have a good educational background		✓
2. Possess an IT qualification		✓
3. Knowledge of JCQ and independent awarding body rules and regulations and procedures		✓
4. Ability to relate to academic staff and learners, with a specific sympathetic approach to dealing with learner issues	✓	
5. Experience of working or studying in further education environment, with previous experience of examination processes		✓
6. Ability to undertake tasks such as supervision of learners during a rest or comfort break	✓	
7. Ability to pay attention to detail and remain vigilant for long periods of time	✓	
8. Ability to remain calm under sometimes stressful conditions	✓	
9. Ability to work as part of a team and follow instructions, but also to work on own initiative when required	✓	
10. Good organisational skills	✓	
11. Good inter-personal skills	✓	
12. Effective oral/written communication skills, in English	✓	
13. Good numeracy skills	✓	

14. Flexible approach to work	✓	
15. Punctual	✓	
16. An understanding of and commitment to diversity and equality of opportunity	✓	
17. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓	
18. Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓	

