Castle View School

JOB DESCRIPTION

Title:	Examination Invigilator
Department/Section:	Examinations Office
Reporting to:	Head Invigilator / Examinations Officer
Liaises with:	Examinations Officer and students

Main Purpose and Object:
To provide support to the examination process.

Specific Duties:
To support the Head Invigilators with the day-to-day operation of examination venues. This activity may include:

- attend mandatory annual training sessions for appointed Invigilators
- training sessions assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist Examinations and Awards Office staff with other examination processes. This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;

- assisting with the preparation of seating plans;

PERSON SPECIFICATION

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Experience	
Experience of working or studying in higher education environment	Desirable
Specific skills and Knowledge	
An understanding of examination processes	Desirable
Effective oral/written communication skills	Essential
Numeracy	Essential
Personal attributes	
Accuracy and attention to detail	Essential
Flexible approach to work	Essential
Ability to relate to academic staff and students	Essential
Ability to work under pressure and to tight deadlines	Essential

Normal working hours will be between 8:30am and 4:30pm. It may be necessary to work out of normal working hours.