The Redhill Academy

JOB DESCRIPTION

Job Title: Examination Invigilator

Location: The Redhill Academy

Hours of work: Part-time/casual

Salary: £9.32 per hour

Responsible to: Data & Examinations Manager
Operations Manager

Post Objective:

- To provide support to the examination process.

Main Duties & Responsibilities:

To support the Data & Examinations Manager with the day-to-day operation of examination venues.

This activity may include:

- 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;
- delivering scripts to departmental and School offices;

PERSON SPECIFICATION

Job Title: Examination Invigilator
Responsible to: Data/Examinations Manager

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 8am and 4pm. It may be necessary to work out of normal working hours.