

JOB DESCRIPTION

Exam Invigilator

JOB PURPOSE

The role of the invigilator is to assist with the conduct and supervision of the College's examinations to ensure that they are carried out in accordance with JCQ and awarding body statutory rules and regulations. An exam invigilator will be required to undertake various duties associated with mainly A level exams taking place primarily in May and June each year.

Types of invigilation required include:

- One of a team of invigilators in a large venue, with one lead invigilator in charge of up to 120 candidates. Ratio of 1:30 candidates
- Being the lead invigilator with up to 3 invigilators assisting
- Supporting a lead invigilator in a separate room for students requiring specific access arrangements
- As a 1:1 invigilator for a candidate requiring individual supervision

SPECIFIC DUTIES

The post-holder's individual responsibility will vary depending on the type of invigilation undertaken. However, general responsibilities include:

1. Ensure that examinations proceed in a well organised manner and in accordance with regulations issued by JCQ.
2. Maintain the security of the examination ensuring that no secure material leaves the examination room except at the discretion of the Exams Office.
3. Admit candidates to the exam room in a controlled and appropriate manner, identifying students by their College ID card and enabling them to find their allocated seats efficiently.
4. Distribute question papers, answer booklets and other materials at the start of the exam as required, ensuring that all candidates have the correct exam papers and are aware of any erratum notices.
5. Ensure attendance registers and seating plans are completed accurately.
6. Maintain vigilance throughout the exam and be proactive to ensure malpractice does not occur.
7. Assist with the supervision of any candidate who needs to leave the exam room during the exam.
8. To respond to candidates' queries helpfully and politely.
9. Collect all scripts, question papers and other secure materials before candidates are dismissed.
10. Assist in the supervision of clash students who may have two exams scheduled at the same time to ensure that regulations are maintained.

GENERAL RESPONSIBILITIES

1. Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
2. To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
3. All workers of the College have responsibilities in respect of health and safety. In particular they will:
 - co-operate at all times with the senior leadership team in the implementation of and adherence to health & safety policy and procedures;
 - take reasonable care for their own safety and for the safety of others who may be affected by their actions at work;
 - not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
 - report all health and safety concerns to line managers;
 - pro-actively report near misses;
 - assist with the completion of the risk assessment programme;
 - ensure a safe working environment is maintained for staff and students at all times;
 - ensure that all relevant health and safety training is up to date;
 - comply with health and safety related policies and procedures.

ADDITIONAL INFORMATION

1. All training will be provided and each year there is a compulsory paid training session to update knowledge of new JCQ regulations.
2. The post holder will report to the Examinations Manager.
3. Salary will be paid in line with the Sixth Form Colleges Association support staff pay scale, and are as follows per hour:

Invigilation	£11.57 (scale point 3)
In charge	£12.67 (scale point 9)

4. This is a zero-hour contract with no mutuality of obligation.
5. In addition to your pay you will also receive 13.53%, for each hour worked, for holiday pay. This is pro rata to the entitlement of a full-time member of operational staff of 23 days annual leave and 8 public holidays. It is assumed that you take your annual leave during those periods when you are not required to work.

6. All workers have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

Person specification: Exam Invigilator			
Criteria		Essential	Desirable
Experience/ knowledge	Previous experience as an exam invigilator		✓
	Worked in an educational setting		✓
	An understanding of JCQ examination processes and procedures		✓
	Knowledge of health and safety issues		✓
Skills/ competencies	Good verbal and written communication skills	✓	
	Attention to detail	✓	
	Ability to work constructively as part of a team	✓	
Personal attributes	Calm and professional approach	✓	
	Reliable and punctual	✓	
	Adaptable and flexible	✓	
	The ability to relate well to young adults	✓	