

**JOB DESCRIPTION**

**Job Title**: Examinations Invigilator

**Reports to**: Examinations and Achievement Manager

**Overall Responsibilities**:

To conduct examinations in accordance with Awarding Body regulations

**Main Duties:**

1. To observe and enforce procedures written by the Examinations and Achievement Manager in accordance with all conduct of all Bedford College Group Examinations
2. Ensure the security of the examinations, before during and after the examination.
3. To collect examination material from the Examinations Office at least ½ hour prior to the commencement of the examination and maintain security of the examination papers.
4. To display seating plans, clocks, silence notices and any other display materials supplied by the Examinations Staff.
5. To clearly display examination name(s), start/finish times and the appropriate centre number in the exam room.
6. To arrange the candidates in accordance with the seating plan provided by the Examinations Staff.
7. Ensure candidates do not have in their possession any unauthorised material as detailed in the Awarding Body regulations.
8. For paper based Examinations - Issue the appropriate examination papers and stationary to candidates.
9. For On-line Examinations – Use the examination software provided by the Awarding Body to activate and close the examination session.
10. To observe access arrangements made for candidates and provide appropriate support as agreed by the Awarding Body and in accordance with their regulations.
11. To ensure confidentiality is maintained at all times.
12. To check student identification and accurately complete and sign the attendance register
13. To make announcements to instruct the candidates at the start, during (if applicable) and end of the examinations.
14. To ensure that the examination starts at the specified time within the examination room and conduct examinations in accordance with Awarding Body procedures.
15. To give full attention to conducting the examination, observe each candidate in the examination room at all times and prevent possible candidate malpractice.
16. At the end of a written examination collect the examination scripts from all the candidates present and return all paperwork to the Examinations Office in Attendance Register order.
17. Any other associated duties as required by the Examinations and Achievement Manager

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.



**PERSON SPECIFICATION**

**Job Title: Examinations Invigilator**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications / Training** | * Level 2 qualification in relevant subject
* English and Maths or similar at GCSE grade A-C or equivalent or willingness to achieve Literacy and Numeracy Level 2 or equivalent
 | * Recognised Teaching Qualification.
* Safeguarding training
* Equality and diversity training
* ECDL or ITQ Level 2 or equivalent
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| **Knowledge / Experience**  | * Successful experience of working as a member of a team
* Experience of working on own initiative
* Evidence of high performance in previous roles/jobs
* Experience of working effectively with people from diverse backgrounds
* Evidence of understanding how to promote equality and diversity within the job role
 | * Experience of using all Microsoft applications
* Experience of working effectively in a customer focussed environment
* Experience of working in an educational environment
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| **Skills / Abilities** | * Excellent organisational skills
* Ability to make a positive contribution to the team
* Excellent Customer Service skills
* Ability to understand and work within set procedures and regulations
* Ability to demonstrate basic PC skills
* Proven ability to meet deadlines
* Ability consistently to support a high quality learning experience for all students
* Ability consistently to create to a welcoming and supportive environment for students and/or customers
* Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution
* Ability to promote the College’s outstanding reputation and carry out College business appropriately and professionally at all times
* Ability to communicate effectively and confidently face to face, on the telephone and in writing
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| **Special Requirements** | * Flexible approach to work and working times.
 | * Willingness to travel to alternative sites
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