

THE TRAFFORD COLLEGE GROUP

Job Description

JOB TITLE:	Casual Examination Invigilator
REPORTS TO:	Exams and Registry Coordinator
RESPONSIBLE FOR:	Invigilation of formal examinations including on-line tests and written papers. Ensuring correct JCQ / awarding organisation regulations are fully and properly adhered to.
AREA:	MIS
GRADE/SALARY:	9.50 per hour

OUR PURPOSE AND VISION

'Unlocking Potential, fostering Success'

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

OUR VALUES

Ambitious

We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.

Resilient

We believe that every challenge is an opportunity to learn, develop and become stronger.

Collaborative

We work together, support one another, share ideas, and encourage success.

Inclusive

We value individual differences and create an environment where everyone has the same opportunities

Respectful

We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

JOB PURPOSE:

Under the guidance of the Exams & Registry Coordinator and the Exams Officers, you will ensure that the examinations are conducted in a fair and proper manner and fully compliant with Joint Council of Qualifications (JCQ) / other specific awarding organisation requirements. The role will involve invigilation of individuals and groups of learners undertaking written

Version	Final
Last Updated	29/01/2016

exams or on-line tests. On occasion this will take the form of being a reader or scribe for an individual.

KEY AREAS OF RESPONSIBILITY

1. Assist with the setting up of examination rooms including stationery and equipment in accordance with strict procedures. Collect papers from Examinations Office immediately prior to exam and ensuring they are secure at all times.
2. Follow and enforce exam procedures and regulations in full. Advise candidates of the rules and regulations pertaining to their test prior to commencement.
3. Actively invigilate during examinations, dealing with queries raised by candidates and acting on examination irregularities in accordance with set procedures.
4. Maintain proper exam conditions throughout including during exceptional circumstances for example during a fire alarm situation, ensuring candidates behave appropriately.
5. Escort candidates on toilet breaks ensuring that no unauthorised material is consulted and there is no contact with other candidates or other learners and examination regulations are observed at all times.
6. Ensure that candidates leave the examination room in an orderly and quiet manner and all stationery and equipment are collected and returned to the Examinations Team.
7. Be alert for possible candidate malpractice and complete relevant incident report forms and statements as applicable.
8. Ensure all relevant paperwork is fully completed as per regulations and promptly and securely returned to the Examinations Team immediately after the examination.
9. To be willing to work across Trafford College Group sites and external venues.
10. To be able to work flexibly throughout the year, particularly at peak examination periods
11. To be available at short notice, as and when the demand arises.

Equality and Diversity:

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

1. To promote health, safety and welfare throughout the Trafford College Group.

Version	Final
Last Updated	29/01/2016

2. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Version	Final
Last Updated	29/01/2016