**Invigilator**

**Job Description**

**Responsible to: Head of Student Services**

**Job Title: Invigilator**

**Responsible for**

Facilitating examination rooms and being the person responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

**Purpose**

* To ensure all candidates have an equal opportunity to demonstrate their abilities;
* To ensure the security of the examination before, during and after the examination:
* To prevent possible candidate malpractice;
* To prevent possible administrative failures.
* To administer the beginning, duration and completion of examinations taking place online and paper based.

**KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS**

***This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their Line Manager*.**

**Before exams**

* To report to the Exams Manager/Officer prior to each exam session.
* To keep exam papers and materials secure at all times.
* To ensure exam rooms are set out to standard.
* To admit candidates into exam rooms.
* To identify, seat, and instruct candidates in the conduct of their exams.
* To distribute exam papers and materials to candidates or to ensure students can access IT resources and systems to undertake online examinations
* To deal with candidate queries.

**During exams**

* To supervise candidates at all times and be vigilant throughout exams.
* To keep disruption to a minimum.
* To deal with emergencies or irregularities effectively.
* To record/report any irregularities.
* To complete attendance registers.
* To deal with candidate queries.

**After exams**

* To collect exam scripts or finish the exam online
* To dismiss candidates from the exam room.
* To return exam scripts and other materials to the Exams officer

**Other**

* To attend training, refresher or review sessions as required.
* To undertake, where required and where able, other duties requested by the Exams Officer, for example:
* Supervision of clash candidates between exam periods
* Providing support for candidates with access arrangements e.g. as a reader, scribe
* Exams-related administrative tasks

# **Job Title**

# **Person Specification**

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| **Qualifications** | **Essential /Desirable** |
| * No previous qualifications are required, however it is essential that the right candidate has experience using a word processor and/or systems previously |  |
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| **Professional Development** | **Essential /Desirable** |
| * Experience in dealing with nervous/unsettled people | D |
| * Experience of dealing with managing a quiet environment | D |
| * Ability to follow rules and regulations and ensure people do the same to manage the in |  |

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| **Knowledge** | **Essential /Desirable** |
| * An understanding of the examinations process | D |
|  |  |
| * Understanding of online systems to operate online exams | E |

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| **Experience** | **Essential /Desirable** |
| * Previous invigilating experience | D |

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| **Skills/Qualities** | **Essential /Desirable** |
| * Strong and resilient personality to manage young people at important exam sessions | D |
| * Ability to meet regulations and rulings of JCQ and work with teachers, exams and students | D |
|  |  |
| * Availability throughout the year and during the key national examination dates | E |

**Criminal Records Bureau check**

This post is subject to an enhanced DBS check.