

**JOB DESCRIPTION**

**Job Title**: Examinations Invigilator (Bedfordshire and Northamptonshire)

**Reports to**: Examinations and Achievement Team Leader

**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 ensure confidentiality of examination papers, completed scripts and candidate information is maintained at all times.
4. To collect examination material from the Examinations Office/agreed venue/online at least ½ hour prior to the commencement of the examination and maintain security of the examination papers/access codes.
5. To display seating plans, clocks, silence notices and any other display materials supplied.
6. To clearly display examination name(s), start/finish times and the appropriate centre number in the exam room.
7. To arrange the candidates in accordance with the seating plan provided or seat candidates and prepare a seating plan.
8. Ensure candidates do not have in their possession any unauthorised material as detailed in the Awarding Body regulations.
9. For paper based Examinations - Issue the appropriate examination papers and stationery to candidates.
10. For On-line Examinations – Use the examination software provided by the Awarding Body to activate and close the examination session.
11. To deliver access arrangements for candidates in accordance with Awarding Body regulations including working as a reader, scribe or prompt.
12. To make announcements to instruct the candidates at the start, during (if applicable) and end of the examinations in accordance with JCQ and the Bedford College Group guidelines.
13. To ensure that the examination starts and finishes at the specified time within the examination room and conduct examinations in accordance with Awarding Body procedures.
14. To give full attention to conducting the examination, observe candidates in the examination room at all times and prevent possible candidate malpractice.
15. To check student identification and accurately complete and sign the attendance register(paper-based ,online or on-screen as required)
16. Complete all documentation required of the examination such as seating plans, attendance registers, incident reports, transport logs, word-processor cover sheets.
17. 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.
18. To remain up to date with changes to Awarding Body invigilation regulations
19. Any other associated duties as required by the Examinations and Achievement Manager, Team Leader or designated deputy.

**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 any qualification development required in the job role.



**PERSON SPECIFICATION**

**Job Title: Examinations Invigilator**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications / Training** | * 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 |
| **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 * Knowledge of the requirements of an invigilator and associated responsibilities |
| **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 good PC skills * Proven ability to meet deadlines * Ability consistently to support a high quality 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, and in writing with students and all BCG staff. |  |
| **Special Requirements** | * Flexible approach to work and working times. | * Ability to travel to alternative sites |