

JOB DESCRIPTION

Post Title: Hourly Paid Exams Invigilator

Responsible to: Exams Team Leader

Main Purpose

To provide an efficient and effective invigilation support service to the college examination team and ensure the integrity of all examinations.

This post is a cross-college role.

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- ▶ be flexible
- ▶ have effective communication skills
- ▶ be confident and a reassuring presence to candidates in exam rooms

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) and awarding body instructions.
2. To play a key role in upholding the integrity of the examination/assessment process

Before exams

- ▶ To report to and be briefed by the exams team prior to each exam session
- ▶ To keep confidential exam papers and materials secure before, during and after exams
- ▶ To ensure exam rooms are set out according to the instructions
- ▶ To admit candidates into exam rooms
- ▶ To identify, seat, and instruct candidates in the conduct of their exams
- ▶ To distribute the correct exam papers and materials to candidates
- ▶ To deal with candidate queries

During exams

- ▶ To supervise and observe candidates at all times and be vigilant throughout exams
- ▶ To keep disruption in exam rooms to a minimum
- ▶ To deal with emergencies or irregularities effectively
- ▶ To record/report any incidents, disruption or irregularities
- ▶ To complete attendance registers
- ▶ To deal with candidate questions according to the regulations

After exams

- ▶ To instruct candidates in finishing their exams and to collect exam scripts
- ▶ To dismiss candidates from the exam room
- ▶ To check candidates' names on scripts match the details on the attendance register
- ▶ To securely return all exam scripts and exam materials to the exams officer

Other

- ▶ To attend training, update 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 sessions
 - ▶ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - ▶ other exams-related administrative tasks
- ▶ To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal areas of work.
- ▶ To work co-operatively with other areas of the College to provide a corporate College service.
- ▶ To follow strictly the requirements of the College's Health, Safety and Environment Policy Equality/Diversity Policy.
- ▶ You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed. This process is conducted jointly with your Manager. You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post involves you having considerable contact with children and, therefore, the successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.crb.gov.uk

Competencies

- ▶ Effective interpersonal skills
- ▶ Effective literacy and numeracy skills
- ▶ Proven organisational skills
- ▶ Effective time management skills
- ▶ Effective communication skills
- ▶ Able and willing to use initiative
- ▶ Able to work in an educational environment
- ▶ Working knowledge of IT systems

Other requirements

- ▶ Able and willing to adopt a flexible approach to working hours and flexible work schedules including evening and Saturday working
- ▶ Required to travel as necessary to fulfil the duties of the post
- ▶ Suitable to work with children and young people in accordance with Government guidelines for safeguarding children