

**Job Description**

**EXAMINATION INVIGILATOR**

**Casual Employment**

**Job Purpose:** To ensure the fair and proper conduct of examinations in accordance with all official regulations and college policy, in an environment that enables all students to perform in an examination to the best of their ability.

**Responsible to:** Registry Manager

**Hours of work**: By arrangement.

*Our Casual employees are not contracted to work regular hours. The work that they undertake for the College will be on an ad hoc basis. Consequently, whilst we try to give casual employees as much notice as possible when offering work, there is no obligation for the College to provide work, or for any casual employee to accept any work that is offered.*

**Main Duties and responsibilities:**

To support the day-to-day delivery of examinations at college venues, to include:

* Closely following and enforcing exam procedures and regulations, and to maintain the security of examination materials at all times;
* Assisting with setting up examination venues by posting up official notices, arranging furniture to exam specifications, laying out stationery, equipment and examination papers in accordance with strict procedures;
* Assisting with the preparation of seating plans;
* Ensuring that all candidates are correctly identified;
* Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted and not permitted in examination venues;
* Ensuring that candidates do not talk once inside examination venues;
* Invigilating during examinations, and, in consultation with exams office staff, dealing with queries raised by candidates and dealing with examination irregularities in accordance with official procedures;
* Checking attendance during examinations;
* Recording details of late arrivals and early leavers and collecting scripts from early leavers;
* Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
* Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
* Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
* Supervising students who have examination clashes over the lunchtime period;
* Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
* Assisting, once trained, with the provision of access arrangements such as acting as a scribe, reader, prompter etc.;
* Accompanying students in an emergency or emergency room evacuation;
* Undertaking such other duties as may be reasonably required to ensure the efficient and effective running of examinations.

**General:**

* To be responsible for Health and Safety within areas of own responsibility
* To contribute to the college responsibility for safeguarding and promoting the welfare of young people
* To observe the college’s commitment to equal opportunities
* To undertake any other duties which are reasonably comparable to a post of this grade

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| **PERSON SPECIFICATION** | | |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| **Education/**  **Training** | * Five GCSEs at Grade C or above, or equivalent | * A Levels or equivalent |
| **Relevant Experience** | * Familiarity with administrative duties * Experience of working with young adults and professional staff | * Experience of invigilating tests or examinations * Educational experience |
| **Skills/**  **Aptitudes** | * Be able to deliver a high quality service * Be able to handle and report incidents * Be able to establish effective working relationships with professional staff * Good communication and IT skills * Ability to work as part of a team * Ability to work flexibly | * Experience of on-line testing or assessment |
| **Other requirements** | * Interest in educational needs of students * Enthusiasm and good timekeeping * A commitment to deliver excellent standards of service for young people * Flexible approach to working hours * Enthusiasm * Willingness to undergo an enhanced DBS check * A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people |  |

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| Last reviewed | October 2018 |
| Reviewed by | Charlotte Muir |