

Job Description

Role Title: Exams Invigilator	Pay Grade: £12.00 per hour
Normal Place of Work: All sites	Line Manager: Examinations Manager
Normal Working Hours: NIL Core Hours	Responsible For: n/a

Purpose of Role

- To ensure the fair and proper conduct of both onscreen and paper-based examinations in an environment that enables a student to perform at their best.

Principal Accountabilities

1. To support the Examinations Team with the day-to-day operation of examination venues at all of the college's centres. This activity may include:
 - Following College Exam Invigilator Handbook for all processes from admitting the student to the exam through to the end of the exam session.
 - Printing paperwork for the exam and / or collecting paperwork and relevant equipment from Student Services at the appropriate Centre
 - Setting up examination venues following strict college policies and examination regulations with regards to systems, layout, equipment and paper (as examples).
 - Enabling a calm environment for students throughout the examination process to assist students to perform to the best of their ability
 - Ensure that 'exam conditions' as described in the relevant regulatory rules are maintained at all times in the examination room, specific to that exam.
 - Dealing with, and reporting, queries / issues raised by candidates and with any examination irregularities in accordance with procedures
 - Collecting, collating and delivering scripts and equipment at the end of the examination in accordance with strict procedures to the Student Services or Exams Teams at the appropriate centre
 - Ensuring that onscreen exams have completed fully and have uploaded to the relevant awarding organisation systems and removing any files saved locally
 - Complete mandatory training online, attend annual invigilation training and refresher sessions as required

- Where requested, be able to act as a lead invigilator, allocating tasks to other invigilators, liaise with teaching staff and Examinations Officer as necessary and make sure that each exam runs smoothly.
2. To assist the Examinations Team with other administrative duties linked with examination process.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<ul style="list-style-type: none">• Exams Team	Examinations Manager and Exams Administrators
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There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
GCSE English Language and Maths Grade 'C' or equivalent experience.		✓
Knowledge and Experience		
Experience of working in a regulated environment.		✓
Familiarity with / understanding of formal examination processes		✓
Experience of working in an educational organisation.		✓
Knowledge of examination and invigilation procedures, including standard examination room layout		✓
Skills and Abilities		
Ability to follow regulations and to understand the importance of regulatory framework	✓	
Ability to write clearly and concisely, and identify significant issues	✓	
Understanding of dealing with confidential materials securely	✓	
IT literacy and willingness to use email	✓	
Good time-keeping	✓	
Methodical and organised approach.	✓	
Good and clear communication skills and the ability to communicate with staff and students, particularly in tense situations.	✓	
Ability to maintain composure, use initiative and discretion when dealing with queries.	✓	
Alert, observant with good eyesight and hearing.	✓	
Confidence to speak to a large body of people.		✓
Ability to maintain calm and deal appropriately with emergency situations / breach of compliance.	✓	