

Job Description

Post Title	Exam Invigilator
Purpose:	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
Main Duties and Responsibilities:	<ul style="list-style-type: none"> ▪ Assist in the setting up of examination rooms in accordance with strict procedures (arranging tables, laying out stationery, equipment and examination papers. Please note, some stationery piles can be heavy.); ▪ Ensure all candidates receive the correct examination papers and answer papers. ▪ Use vigilance to be aware of any needs that candidates may have during an examination. ▪ Ensure Answer Scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office. ▪ Ensure that the Examination Room and surrounding environment is conducive to examination conditions and minimise distractions. ▪ Supervise the entry and exit of candidates to and from the Examination Room. ▪ Maintain security and confidentiality at all times and report any malpractices to the Exams Office via appropriate procedures. ▪ Ensure that examinations begin and end on time as scheduled and follow College procedures for implementing. ▪ Do not under any circumstances assist a candidate in any way during the examination. ▪ Complete General Administrative duties as directed by the Examinations Officer ▪ Deal with emergency situations e.g. student illness, fire alarm etc. via relevant methods / procedures. ▪ Deal sensitively with candidates who have special arrangements ▪ Be familiar with and adhere to the <i>Instructions for the Conduct of Examinations</i> issued by the Joint Council for Qualifications – a copy will be issued annually. ▪ Be available to work flexibly in ensuring that examination processes are completed at the end of each examination ▪ Be aware of and comply with policies and procedures relating to safeguarding, child protection, SEN, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person. ▪ Any other reasonable duties designated by the Principal or Exams Officer
Reporting to:	Exams Officer

Additional Duties:	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.</p> <p>Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.</p> <p>This job description is current at the date shown, but will be reviewed annually as part of the Performance Management process or at other appropriate times as determined by the Principal.</p>
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<p>Signed:</p> <p>Print name:</p> <p>Date:</p>
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PERSON SPECIFICATION

Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Exams Invigilator	
Essential	Desirable
Be available to work flexible hours, sometimes at short notice.	Experience of working in an educational establishment.
Ability to work well both independently and as part of a team.	Experience of working with students aged 13-19 years.
Willingness and ability to work to strict, external Examination Board guidelines.	Previous supervisory experience.
Willingness and ability to follow College procedures as directed by the Exams Officer.	Experience of working in an environment where Safeguarding procedures are implemented.
Excellent timekeeping and reliability.	Previous experience of working as an Invigilator.
Good accuracy and attention to detail.	Previous experience of working in an environment where adherence to strict policies/procedures are necessary.
Ability to identify with the needs of students in an examination environment.	
Ability to remain alert and vigilant for prescribed periods of time.	
A sensitive and caring manner with the ability to build and maintain positive but professional relationships with students.	
Ability to assist with moving tables and other furniture in exam rooms where necessary and carry pack of exam papers (some stationery packs can be heavy).	
Awareness of Safeguarding procedures and their impact in an educational establishment.	

Training

Exam Invigilators will be expected to attend an initial training sessions, additional training updates and meetings throughout the year.

Initial dates will be advised on appointment and throughout the year.