

Job Description – Examinations Invigilator

Reporting to: Student Journey Manager (Examinations Officer)



General responsibilities

The central purpose of the College Examinations Office is to organise all formal examinations and assessment for the College, both internal and external.

The post holder will be working in a key area and will be responsible to the Student Journey Manager (Examinations Officer). The post holder will be expected to work flexibly in assisting the College in carrying out its examinations function.

Detailed Duties and Tasks of this Position

Exam Invigilation

- Preparation of the examination room and surrounding area in accordance with the College and Examination Board regulations.
- Supervising the admission of candidates to the examination room before the start of the examination, to include assisting in seating candidates and supervision of personal belongings so that emergency exits are accessible and Health and Safety Regulations are adhered to.
- Supervising the collection of all mobile phones, MP3 players and other devices capable of transmitting text or other digital output.
- The collection of any other unauthorised material before the examinations start.
- Checking attendance of candidates and notifying any absentees to academic staff and examination officer at the start of each exam.
- Ensuring that queries or any other matters are dealt with quietly and calmly and notified to examination officer if they cannot be resolved immediately.
- Ensuring that disturbances both inside and outside of the examination room are dealt with quietly and effectively.
- Ensuring candidates are supervised throughout their exam in accordance with College and Examination Board regulations.
- Ensuring candidates are supervised between exams when required in accordance with Exam Board regulations.
- Collection of examination papers, scripts and equipment and supervision of their security and return to the examination office.

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Good level of English written and verbal, ideally Maths and English GCSEs A*-C or equivalent.	
SKILLS/PERSONAL QUALITIES	Excellent verbal communication skills, good written communication skills, ability to deal with staff, students. Have good interpersonal skills with a calm, patient and understanding manner.	
	Confident with IT especially word processing.	
	Able to learn new tasks quickly, be organised,	
	Good timekeeping and ability to organise and carry out instructions and adhere to awarding body regulations.	
	Ability to manage a varied workload, and have keen observational skills and to be vigilant at all times	
	Able to be flexible and adapt quickly to change	
	Positive, enthusiastic and motivated	
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly.	
EXPERIENCE		

This job description sets out the main duties of the post at the date on which it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.