

## **JOB DESCRIPTION**

**Job Title:** Invigilator

**Pay Rate:** Casual rate **£12.34 per hour** (£13.83 including holiday pay)

**Manager:** Examinations Officer

### **1. Job Purpose**

To conduct College examinations, ensuring that the regulations for examination security and integrity are adhered to.

### **2. Key Responsibilities**

- To implement the examination rules and regulations as laid out in the JCQ Instructions for Conducting Examinations.
- To maintain the examination security and confidentiality at all times.
- To assist in the setting up of examination rooms in accordance with regulations.
- To ensure no inappropriate items are brought into the examination room by candidates.
  - To provide candidates with clear verbal instructions at the start and end of the examination, ensuring any erratum notices are read out.
  - To carry out an ID check to ensure the identity of candidates.
  - To check and accurately record attendance for examinations, recording details of late arrivals and ensuring seating plans are followed.
  - To ensure all candidates receive the correct examination materials.
  - To assist candidates before, during and after their examination, addressing any needs they may have in a prompt manner.
  - To ensure candidates receive any access arrangements they are entitled to.
- To ensure that Invigilators do not help candidates in any way with interpreting or answering the question paper.
- To remain vigilant at all times, ensuring that all candidates abide by the examination regulations and reporting any suspicion of malpractice to the Lead Invigilator/Registry immediately.
- To ensure there is no talking or disruption for candidates during their examination.
- To understand and follow the College's emergency procedures in case of a fire

alarm or other serious incident during an examination.

- To accurately record the details of incidents which occur during examinations which may have an impact on candidates.
- To escort candidates for toilet breaks as required whilst ensuring that the Invigilator ratio in the examination room is maintained at all times.
- To collect answer scripts in candidate number order, keeping all exam materials secure and delivering them to Registry at the earliest opportunity once the examination has finished.
- To supervise candidates in leaving the examination room in a quiet and disciplined manner and ensuring candidates do not remove materials from the examination room.
- To escort clash students, as directed, for supervision.
- To assist in other activities as may reasonably be requested by the College from time to time.

### **3. Knowledge, Skills and Experience**

<b>Category</b>	<b>Skills and Experience</b>	<b>Essential/Desirable</b>
Education	<ul style="list-style-type: none"> <li>• GCSE Grade A*-C/4-9 in English and Maths</li> </ul>	Essential
Relevant experience	<ul style="list-style-type: none"> <li>• Experience of working in a busy school/college or similar exam environment</li> <li>• Working within a regulated environment</li> <li>• Customer service environment</li> <li>• Working as part of a team</li> <li>• Experience working with 16-19 year olds</li> </ul>	Desirable
Relevant skills and personal attributes	<ul style="list-style-type: none"> <li>• Good time keeping</li> <li>• Common sense and initiative</li> <li>• Good communication skills</li> <li>• Patient and understanding attitude</li> <li>• Ability to remain calm in difficult situations</li> <li>• Ability to handle sensitive situations with empathy and tact</li> <li>• Commitment to safeguarding students</li> </ul>	Essential