**Job Description:**

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| Post: | Invigilator |
| Salary Grade: |  |
| Responsible to: | Examinations Officer |

**Key Purpose:**

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| 1 | To ensure the exams are run in accordance with the Joint Council for Qualifications (JCQ), the awarding body and HSDC regulations. |
| 2 | To have a key role in upholding the integrity and security of the exams/assessment process. |

**Key Responsibilities and Accountabilities:**

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| A | To work as part of the college invigilation team and maintain a high standard of student care and supervision in an exam environment. |
| B | Ensure exam room is set up and complies with JCQ, awarding body and HSDC regulations. |
| C | Protect the integrity of the exams process ensuring all candidates comply with regulations. |
| D | Check all candidate’s photo ID before the start of the exam and that they are seated as per seating plan. |
| E | Supporting Examinations Office with JCQ ‘second pair of eyes checks’ as required. |
| F | Ensure candidates are given all relevant instructions, regulations, and correct question papers. |
| G | To supervise candidates during, including when candidates require to leave the room and when required, between exams. |
| H | Record attendance and any incidents that may occur during the exam, including suspected malpractice. |
| I | Ensure no help is given to candidates in any way by another invigilator, reader, scribe, or other person that is not permitted by the awarding body. |
| J | Collate candidate scripts and unused stationery returning to the Examinations Office immediately after the exam. |
| K | To set up computer-based exams including logging on and setting up computers as per instructions and training.  |
| L | Conduct off-site exams, if required. |
| M | To attend invigilator training annually as per JCQ regulations and any other training as required by HSDC including Safeguarding, Equality & Diversity and Prevent |
| N | Any other duties reasonably appropriate to the post. |

**Cross-College Responsibilities and Accountabilities**

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| 1 | Participate in Performance Management and professional development activities as required. |
| 2 | Value and promote diversity and equal opportunities. |
| 3 | Work within health and safety guidelines and be aware of your responsibility for health and safety. |
| 4 | Fully support and adhere to the College approved strategies, policies and procedures. |
| 5 | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards. |
| 6 | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  |  | **Essential** | **Desirable** |
|  | **QUALIFICATIONS & TRAINING** |  |  |
| i | Working in education. |  | X |
| ii | Invigilation experience. |  | X |
| iii | English and Maths at Level 2 or above. | X |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| iv | An understanding of the exams processes. |  | X |
| v | Understanding of stress caused by exams and impact. | X |  |
| vi | Computer literate. | X |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| vii | Able to work under pressure and without direct supervision. | X |  |
| viii | Accuracy & attention to detail. | X |  |
| ix | Flexibility of working hours. | X |  |
| x | Excellent communication skills. | X |  |
| xi | Excellent customer service skills. | X |  |