

**JOB TITLE:** Examination Invigilator**REPORTS TO:** Examinations Officer**CATEGORY:** Casual**DATE:** October 2021**JOB PURPOSE:**

To ensure the fair and proper conduct of examinations in an environment that enables candidates to perform at their best by providing operational support to College Staff. Invigilators are required to ensure that examinations are carried out according to the rules set out by the Joint Council for Qualifications (JCQ) which allows each candidate to sit the examinations in the same conditions as other candidates throughout the country.

**PRINCIPAL ACCOUNTABILITIES:**

To assist with the setting out of stationery and examination scripts prior to an examination.

To supervise the entry and seating of candidates.

To carry out checks of candidates' material in accordance with JCQ rules and the examination rubric.

To maintain a vigil throughout an examination.

To supervise candidate movement before, during and on completion of examination sessions.

To gather and sort examination material on completion of the examination.

**SPECIFIC DUTIES:**

Supporting the Examination Hall Manager with the day to day operation of examination venues by:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Assisting the Examinations Officer and other staff by:

- assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- scribing for students
- reading for students

### PERSON SPECIFICATION:

Effective verbal communication skills	Essential
Punctual	Essential
Reliability	Essential
Excellent clerical skills	Essential
Accuracy and attention to detail	Essential
Team worker	Essential
Ability to work under pressure	Essential
Flexible approach to work	Essential
Ability and willingness to carry out some manual lifting of examination stationery	Essential
Basic++ IT skills/knowledge	Essential
An understanding of the examination process	Desirable

The post-holder of this post may perform other related duties as negotiated to meet the on-going needs of the College, and due to the College continually evolving and progressing may be amended at any time, in conjunction with the post-holder, to allow for improvements to the levels of care and the protocols by which the College functions.

**You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.**

### Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement.

### Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).