



## Examinations Invigilator

### Job Description

<b>Faculty / Department:</b> <b>Campus:</b>	Examinations (Bank Staff) Cauldon/Burslem
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<b>Responsible to:</b>	Examinations Manager
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<b>Responsible for:</b>	N/A
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<b>Grade:</b>	Salary: £21,510 per annum pro rata (SCP 4, Grade 2)	<b>Hours:</b>	Casual/Bank hours Various hours available
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<b>Role Summary:</b>
Ensure that examinations are conducted according to the current JCQ instructions for conducting examinations. The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.

<b>Main Duties and Responsibilities:</b>
<p><b><u>Work Processes and results</u></b></p> <ul style="list-style-type: none"><li>• To set up computers by logging in to the system using the details provided and accessing the relevant software as instructed by a member of the Exams Team.</li><li>• To prepare the exam room ensuring JCQ and awarding body requirements are met.</li><li>• To announce regulations at the beginning of each exam and ensure they are met.</li><li>• To check student's identity and complete attendance registers, seating plans and other invigilation documentation.</li><li>• Invigilate exams, dealing with questions and problems in accordance with procedures.</li><li>• Check online exams are working properly, and seek assistance if necessary.</li><li>• Escort candidates from venues during the examinations as required and supervising candidates outside examination venues.</li><li>• Collecting and collating exam paperwork before and after exams.</li></ul>

- Deal with emergencies such as illness or fire evacuation.
- To carry out any additional duties, as required by the Examinations Manager or his/her nominated exams staff.
- To co-operate with College management in all Health and Safety matters and to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions at work.

#### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

#### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

#### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

#### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

#### **College Values**

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

#### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

**General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at November 2023. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Examinations Invigilator

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Level 2 (GCSE or equivalent) qualifications in English and Maths</li> </ul>	A	<ul style="list-style-type: none"> <li>First Aid at work certificate (renewable every 3yrs), or a willingness to attain this qualification.</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of using a variety of computer programs.</li> <li>Experience of working or studying in a further education environment.</li> <li>Previous experience of examination invigilation.</li> </ul>	A  A, I  A, I	<ul style="list-style-type: none"> <li>Use of systems such as ProSolution, ProMonitor, Canvas.</li> </ul>	A, I
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>A customer orientated approach.</li> <li>A good understanding of examination processes.</li> <li>Be able to interpret rules and work within a set of defined procedures.</li> <li>Effective verbal and written communication skills.</li> <li>Excellent numeracy skills.</li> <li>Good organisation</li> </ul>	A  I  I  A, I  I	<ul style="list-style-type: none"> <li></li> </ul>	

	<p>skills, with accuracy and attention to detail.</p> <ul style="list-style-type: none"> <li>• Flexible approach to work.</li> <li>• Ability to relate to academic staff and students, with a specific sympathetic approach to dealing with student issues.</li> <li>• Ability to work under pressure and meet tight deadlines.</li> </ul>	<p>A, I</p> <p>I</p> <p>A, I</p> <p>A, I</p>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> </ul>	<p>I</p>		