

# **JOB DESCRIPTION**

## **POST TITLE: EXAMINATION INVIGILATOR**

### **MAIN OBJECTIVES OF THE POST**

To provide an efficient and effective invigilation support service to the School examinations section and ensure the integrity of its examinations.

### **RESPONSIBILITIES**

Supervision of students. Security of examination papers/scripts, equipment and stationery.

To attend paid training/debriefing sessions twice a year.

### **SUPERVISION AND GUIDANCE**

Responsible to the Examinations Manager and expected to work with limited supervision within the agreed procedures and practices.

### **RANGE OF DUTIES**

- To distribute and collect examination papers and associated documentation and equipment.
- To prepare the examination room ensuring awarding body requirements are met.
- To receive and seat students appropriately and issue with the correct examination papers.
- Notify the start and finishing times of examinations.
- Ensure regulations are strictly applied and adhered to and that all electronic equipment, including mobile telephones, are collected in accordance with the School's procedures.
- To complete registers and other invigilation documentation as requested.
- Actively invigilate throughout the exam to ensure that there is no malpractice and to alert the examination staff immediately to any irregularities and complete the invigilators report.
- To ensure all examination scripts and stationary are collected and checked at the end of each examination.
- To return scripts and associated documentation and equipment to the examinations office.
- To supervise those students who have timetable clashes between their examinations.
- To carry out any additional duties, as required by the Examinations Officer or his/her nominated exams staff.
- To co-operate with School 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.

### **GENERAL**

Morning sessions start at 8.15 am and afternoon sessions start at 12.30 pm although you may be asked to be on duty before these times if the workload requires it.

The length of a session can vary.

## PERSON SPECIFICATION

### Examination Invigilator

Evidenced by Application details, presentation and/or interview		
CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ EXPERIENCE		
PERSONAL QUALITIES SKILLS AND ABILITIES	<p><b>Excellent Communication skills and be able to understand and interpret written instructions</b></p> <p><b>Numeracy skills</b></p> <p><b>Organisational skills – time management and able to work to strict deadlines</b></p> <p><b>Able to work methodically, paying particular attention to detail and accuracy</b></p> <p><b>Willingness to work as part of a team and have a flexible and effective approach to work</b></p> <p><b>Able to work without supervision and take instructions</b></p> <p><b>Understanding and appreciation of the need to maintain confidentiality and work within agreed guidelines and procedures</b></p> <p><b>Able to exercise sound judgement at all times</b></p>	