

PERSON SPECIFICATION : EXAM INVIGILATOR

<p>Relevant Experience Essential</p>	<p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of working with young people (age 14-18) • Previous experience of invigilation • Knowledge of the education sector • Awareness of the examination system 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • References
<p>Education and Training Essential</p> <ul style="list-style-type: none"> • Willingness to attend all training sessions and post exam feedback sessions 	<p>Desirable</p> <ul style="list-style-type: none"> • Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview
<p>Knowledge, skills and abilities Essential</p> <ul style="list-style-type: none"> • Accuracy and attention to detail, vigilance • Excellent communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone • Ability to keep calm under pressure or during unexpected circumstances • Ability to maintain complete confidentiality • Ability to relate to candidate yet maintain an air of authority 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of public speaking/ addressing both small and large numbers of people 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • References
<p>Personal Qualities Essential</p> <ul style="list-style-type: none"> • Excellent availability, flexibility, reliability and punctuality • Criminal Records Bureau Enhanced Disclosure • Commitment to the welfare of the student population • Commitment to Equal Opportunity 		<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • DBS certificate (may be obtained post interview) • Interview • References

JOB DESCRIPTION : EXAM INVIGILATOR

Job Title:	Exam Invigilator
To whom accountable:	Exams Manager (EM)
Hours:	Variable hours dependent upon exam timetable
Pay range:	£10.01 per hour (which includes holiday pay)

Job Purpose:

To assist the Exams Manager in the proper conduct of examination sessions to JCQ regulations, through effective and proper implementation of examination board invigilation duties.

This description gives an indication of the main tasks, which will need to be performed.

Key Responsibilities:

- To ensure a calm environment which will give the candidates the best possible opportunity to be successful in their exams
- To assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the Joint Qualifications Council and Awarding Bodies rules and regulations (this may include online examinations)
- To assist candidates prior to the start of examinations by removing mobile phones and other unpermitted possessions and directing them to their seats
- To offer advice and guidance to unregistered candidates without allocated seats
- To ensure that candidates do not talk once inside the examination venue
- To check attendance at the start of the exams and complete the register
- To invigilate during the examinations in accordance with the Joint Qualifications Council Regulations
- To act as a reader or scribe to an individual candidate, if and when directed by the Exams Manager
- To deal with, record and report any disruption and/or suspected malpractice from candidates to the Examinations Manager
- To escort candidates from the venues during the examinations as required (e.g toilet visit, rest breaks etc) and supervising candidates whilst outside the examination venues
- To assist in the orderly evacuation of candidates, in the event of an external disruption (e.g fire alarm) to the assembly point and ensure candidates remain silent during the evacuation and re-entry into the room until the end of the examination
- To record details of late arrivals and early leavers and collecting scripts from early leavers
- To be vigilant at all times, whilst not disrupting the candidates
- To complete necessary exam administration as instructed by the Exams Manager
- To attend all training sessions as directed by Exams Manager
- Any other duties that are in accordance with the post as instructed by the Exams Manager.