

# Examinations Invigilator



Cheshire College  
South & West

## Job Description

<b>Area</b>	<b>: Information &amp; Planning</b>
<b>Salary</b>	<b>: £9.95 per hour</b>
<b>Hours of Work (Full-time/Part-time)</b>	<b>: Part-Time, Casual</b>
<b>Line Manager</b>	<b>: Examinations Officer</b>
<b>Responsibility for</b>	<b>: Undertake examination invigilation as required for external and internal assessments and exams.</b>
	<b>: Ensure the security of all confidential examination materials and follow the requirements of JCQ and all awarding bodies.</b>

## Main Purpose of Job:

To provide an excellent service in order to ensure that the provision and services it provides:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Examinations Team.

## Key Duties and Responsibilities:

- (1) Assist with the checking, preparation and set up of exam rooms, prior to the arrival of learners
- (2) Take responsibility for the running and invigilation of specific examinations as determined by the Examinations manager.
- (3) Check the identity of candidates, complete attendance registers and distribute exam papers.
- (4) Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions through-out the examination time
- (5) Assist candidates, as required, with additional supplies of paperwork or stationery
- (6) Monitor the efficient timing of the exams.
- (7) Challenge student behaviour where it is not in line with examination requirements.
- (8) Collect, check in and maintain the integrity of examination papers at the end of the exam.

- (9) Ensure knowledge of current JCQ invigilation requirements are up to date, attend updating training as directed.
- (10) Provide an efficient and supportive service in responding to staff and learner enquiries in relation to exams.

**Generic Duties and Responsibilities:**

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (4) To actively contribute to the risk management of the College.
- (5) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (6) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (7) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (8) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

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## Person Specification

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method				
	Application Form	Interview	Psychometric Testing	Qualification	References
<b>Education and Qualifications</b>					
<u>Essential</u>					
• GCSE Grade C (4/5) or above in English and Maths ( <i>or equivalent</i> )	✓			✓	
<b>Skills and Experience</b>					
<u>Essential</u>					
• Previous office/administrative experience	✓	✓			
• Excellent organisational skills, ability to prioritise and work effectively under pressure	✓	✓			✓
• Excellent time management	✓	✓			
• Excellent communication skills	✓	✓			
• Accuracy and attention to detail					
<u>Desirable</u>					
• Experience of Invigilating exams	✓	✓			
• Excellent digital literacy skills	✓	✓			✓
• Experience of working and communicating effectively with young people	✓	✓			✓
• Customer service experience	✓	✓			
• Experience of working in an educational establishment	✓	✓			
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community	✓	✓			
• Commitment to on-going professional development for self and others	✓	✓			✓

<b>Other Requirements for Employment</b>
<u>Essential</u>
<ul style="list-style-type: none"><li>• Enhanced DBS check</li></ul>