

Job Title: Examination Invigilator	Pay Grade: (£8.29 per hr)
Normal Place of Work: Goole College primarily, but may be requested to work at other sites.	Line Manager: Examinations Officer (Group)
<p>Role Summary: To invigilate candidates during examinations and assessments to Joint Council for Qualifications (JCQ) and Hull College Group requirements.</p> <p>To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.</p>	

Principal Accountabilities:

1. To ensure the security and confidentiality of exam papers before, during and after an exam.
2. To invigilate exams and assessments to JCQ Regulations and ‘Instructions for Conducting Examinations’ and the College standards for both paper-based exams and online exams.
3. To collect exam papers and materials prior to the exam, check that the correct papers have been delivered to the exam room and ensure that the exam room is correctly set up, including the display of the required examination notices.
4. To ensure that efficient time-keeping is maintained at the start and end of exams.
5. To deal with queries, problems and illness in a calm, efficient and professional manner before, during and after each exam.
6. To ensure that a candidate’s identity is verified against acceptable forms of identification.
7. To check and complete the attendance register and associated paperwork and ensure that the right candidates are present for the right exam.
8. To act as a reader, scribe or prompter to a candidate who has additional needs as and when required.
9. To closely monitor the conduct of the examination and the candidates throughout, ensuring that all rules are followed and that any attempt to disrupt the exam or use unfair means is dealt with appropriately.
10. To collect exam papers and scripts in at the end of an exam. Collate them in order of the attendance register and return them promptly to the exams office.

11. To administer on-line exams as required, including unlocking tests, overseeing the assessments, issuing results at the end of the assessment and printing results and completing the necessary paperwork.

Key Relationships

This is a key post within the examinations service that represents the examinations and assessment interests for the whole college group. The post holder will be expected to develop and maintain good relationships with:

• Exams Staff	To ensure effective communications with regards to examination invigilation and to ensure compliance with JCQ rules and regulations and College requirements
• Funding & Information Services Administrator	To ensure effective communications with regards to examination invigilation and to ensure compliance with JCQ rules and regulations and college requirements

Generic Responsibilities

- To promote by example the College brand values internally and externally
- To promote the College's student first ethos, ensuring that the student experience is uppermost in communications and transactions
- To actively promote and act at all times in accordance with College policies, e.g. Health & Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- To contribute to delivering the College's internal communications strategy ensuring that communications are high quality and that our workforce and our clients are respected
- To participate in the College Annual Staff Performance and Development Review
- To contribute to the development of the role and the department
- To contribute to the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level

Person Specification – Examination Invigilator

	Essential	Desirable	How assessed*
QUALIFICATIONS			
English & Maths GCSE Grades A-C	√		AF/Cert
IT Qualification		√	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of working with the public in a customer service role.	√		AF/IV
Previous invigilation experience		√	AF/IV
Experience of working in FE College or similar organisation		√	AF/IV
SKILLS AND ABILITIES			
Competent user of I.T	√		AF/IV
Reliable with excellent time-keeping skills	√		AF/IV
Confident and able to maintain authority	√		AF/IV
Professional and responsive attitude and behaviour towards colleagues and students	√		AF/IV
Ability to work well under pressure	√		AF/IV
Ability to work calmly in challenging situations	√		AF/IV
Ability to 'think on your feet' and interpret regulations to apply to unusual situations	√		AF/IV
Neat and legible handwriting to act as a Scribe	√		AF/IV
Experience of working with people who have additional needs.		√	AF/IV
Ability to work flexibly, including evening and weekend working	√		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview