



JOB DESCRIPTION

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| Job Title | Exams Invigilator |
| Responsible to | Examinations Manager |
| Accountable to | Director of Management Information Services |

Job Purpose

- To be responsible for invigilating on-line and written tests as directed by the Examinations Manager. To provide administrative support to the Examinations team.
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Key Responsibilities

- To invigilate on-line tests, other written, and computer based examinations.
- To set up the examination venue in accordance with appropriate regulations.
- To supervise candidates from entry to the examination venue until all scripts have been collected.
- To ensure that all candidates are fully aware of regulations relating to their examination, and adhere to those regulations.
- To undertake administration as specified by Awarding Bodies.
- To collect and collate all scripts on completion of examinations, and to return them to the Examinations Manager/Assistant, reporting any irregularities which may have occurred.
- To develop a knowledge of Awarding Body requirements as appropriate.
- To administer/control on-line tests, advise candidates on how to undertake the tests, and assist candidates with technical problems arising during the examination.
- To provide support to the examinations process in the College and undertake administrative duties when not invigilating.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To contribute to the College's Mission, Vision, Values and British Values

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

PERSON SPECIFICATION

- Level 2 or equivalent in English, Maths and IT
- Good literacy and numeracy skills
- Good IT literacy, including Word and Excel, and examination software
- Excellent standard of organisational skills
- Good time management, ability to work under pressure and meet tight deadlines
- Good communication skills
- Ability to work in a confidential manner
- Good interpersonal skills, ability to relate to a wide range of people
- A commitment to continually improve the quality of service to customers
- An appreciation of the importance of good team work and the confidence to know when to use initiative
- A willingness to work flexibly to enable the College to achieve its priorities
- A commitment to operating in a healthy and safe environment
- Suitability to work with children and vulnerable adults
- To contribute to and maintain the College values