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## Job Description for Exam Invigilator

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**Responsible to:** Trust Exams Manager/Trust Exams Officer

**Based at:** New College Pontefract

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

### OVERALL PURPOSE OF THE POST

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The role of the invigilator is to ensure that the examination is conducted according to JCQ and NCLT instructions in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Full training will be provided.

### MAIN DUTIES

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#### Before Exams

- To report to the Exams Manager/Officer prior to each exam session.
- To keep exam papers and materials secure at all times.
- To ensure exam rooms are set out to standard JCQ regulations.
- To admit candidates into exam rooms.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute exam papers and materials to candidates.
- To deal with candidate queries, without providing specific help or guidance.

#### During Exams

- To supervise candidates at all times and be vigilant throughout exams.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any irregularities.
- To complete attendance registers.

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

- To deal with candidate queries, without providing specific help or guidance.

### After Exams

- To collect exam scripts adhering to the correct procedure.
- To dismiss candidates from the exam room.
- To return exam scripts and other materials to the Exams Manager/Officer, ensuring security at all times.

### Other

- To attend training, refresher or review sessions, or complete electronic training as required.
- To be prepared to invigilate 'on-screen' assessments.
- To undertake, where required and where able, other duties requested by the Exams Manager/Officer, for example:
  - Supervision of clash candidates between exam periods.
  - Providing support for candidates with access arrangements eg, as a reader, scribe, prompter, word processor administration.
- Exams-related administrative tasks.
- Be committed to the safeguarding and welfare of young people and children.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

*This is a casual position and, if successful in being appointed as an invigilator, does not form a contract of employment with the College/Trust. The College/Trust has no obligation to offer hours and our invigilators have no obligation to accept work. You will be asked to provide availability ahead of each exam series, the official one being May/June. However, it is recommended if you have availability of the less than 3 days per week during May/June applying is not recommended.*

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the College/Trust, and only after consultation with you.

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## Person Specification for Exam Invigilator

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>No essential experience is required.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of invigilation.</li> <li>Previous experience of working in an educational establishment.</li> <li>Experience of working with IT, or willingness to learn.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>Be a confident and reassuring presence to candidates in the exam room.</li> <li>Have effective verbal and written communication skills.</li> <li>Good standard of reading ability.</li> <li>Ability to work flexibly.</li> <li>Reliable and dependable.</li> <li>Punctual.</li> <li>A desire to do things to the best of your ability.</li> <li>Attention to detail.</li> <li>Be vigilant.</li> <li>Ability to work as part of a team with other invigilators and staff.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>Commitment to equal opportunities.</li> <li>Commitment to safeguarding the welfare of students.</li> </ul>	

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