

Job Description

Post:	Invigilator
Department:	Exams
Salary Grade:	£11.63 per hour, including holiday pay
Responsible to:	Exams Manager
Hours:	Casual, to be agreed

Key Purpose:

To ensure that all students have a consistent experience of examinations and an equal opportunity to do well. To ensure the integrity and security of examinations before, during and after the exam. To prevent possible student malpractice and maladministration. Invigilators must be vigilant, be aware of possible emerging situations and must remain calm and professional at all times. To operate as part of a team but also be confident enough to use one's own initiative. To be observant, vigilant and empathic but also firm, as appropriate. To support the aims and objectives of the College as detailed in the College's Statement of Purpose, vision and values.

Duties and Areas of Responsibility:

1	To be fully aware of the regulations in accordance with the JCQ 'Instructions for Conducting Examinations' (ICE) booklet
2	To supervise students before, during and possibly after their exam
3	To either help to set-up an examination room or ensure that a room has been correctly set-up
4	To ensure that students are seated in the correct place and record any absences
5	To undertake identification checks
6	To be vigilant with regard to possible malpractice, including unauthorised material in the examination room
7	Respond immediately to any student requiring assistance
8	To accompany any candidate who may need to leave the room temporarily
9	To ensure that no question paper is removed from the examination room during the examination
10	To collect all scripts in the prescribed order and all unused stationery before students leave the room
11	To tidy the examination room in preparation for subsequent exams
12	To work effectively with Student Information Services and other related teams to ensure an effective service, operating timetable and duty rotas
13	To engage in continuing professional development by attending relevant meetings and training sessions, within college or externally
14	To ensure all appropriate paperwork is completed in line with college requirements
15	To ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults
16	Engage with college staff to ensure an effective service delivery maintaining a professional attitude at all times

Job Description

Other

Any other responsibilities appropriate to the position.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
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Sign:	Date:
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Name of Line Manager:	
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Sign:	Date:
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