

Job Title: Examinations Invigilator

Salary: Point 14 (Business Support)

Reports to: Senior Examinations Officer

Job Description

Job Purpose

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Key Responsibilities

- Ensuring that the examination room meets awarding body requirements
- Preparing the examination room in accordance with the seating plan provided
- Getting candidates into the room in an appropriate manner
- Ensuring correct identification of all candidates
- Ensuring that candidates are aware that they are under examination conditions
- Opening and distributing papers and other authorised materials
- Ensuring that candidates have the correct papers
- Recording start and finishing times of exams
- Ensuring that the attendance register is accurately completed
- Supervising candidates in a quiet and unobtrusive manner
- Distributing additional paper/equipment as required
- Responding to candidates` queries in line with awarding body regulations
- Dealing with any problems which arise in liaison with the Senior Examinations Officer
- Ensuring that efficient timekeeping is maintained
- Notifying candidates that the examination has finished
- Collecting and collating scripts in candidate number order
- Collecting question papers and other materials for return to the Examinations Office
- Ensuring that examinations conditions are maintained until all candidates have left the room
- Ensuring that scripts are never left unattended and are safely delivered to the Examinations office
- Contribute towards continuous professional development as required by the appropriate awarding bodies

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

Person Specification

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of education 		<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of the requirements of the appropriate awarding bodies – continuous training required on an annual basis 	<ul style="list-style-type: none"> • Knowledge of curriculum and the examinations 	<ul style="list-style-type: none"> • Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Ability to use own initiative • Excellent organisational skills 	<ul style="list-style-type: none"> • Ability to meet and greet in welsh for the purpose of providing customer service 	<ul style="list-style-type: none"> • Interview
Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • High degree of discretion when handling sensitive and confidential data. • Ability to adhere to and comply with strict procedural guidelines 		<ul style="list-style-type: none"> • Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults 		<ul style="list-style-type: none"> • Application Form/ interview