Job title:	Exam Invigilator
Reports to:	Exams & Achievements Manager
Business area:	Exams & MIS
Responsibility for others:	No

JOB DESCRIPTION

To invigilate a wide range of examinations at College, according to awarding body regulations and College procedures.

To ensure the fair and proper conduct of examinations in an environment that enables learners to perform at their best.

To ensure that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Duties and responsibilities:

To invigilate paper-based, on-screen/online or practical examinations.

To invigilate alone and/or as part of a team and to be prepared to take a lead role, if requested.

Adhere to all awarding body invigilation regulations and Heart of Yorkshire Education Group examination procedures.

Collect examination materials from the Exams Office, or Exams Officer on duty, in a prompt manner and take responsibility for their safety and security at all times whilst in your possession.

To be aware of, understand and take any necessary action as far as access arrangements, clash arrangements or any other special circumstances apply to the examination(s).

To check that examination rooms are set up in the appropriate manner (i.e. desks appropriately arranged and numbered, statutory notices are displayed as required, candidates are all able to see a correctly functioning clock etc.)

For on-screen examinations, to log on the computers, bring up the required exam programs, unlock tests, pause tests and log off the computers at the end of the examination.

Operate other basic equipment such as audio-visual equipment, if required.

Distribute examination papers, stationery and equipment in accordance with procedures.

Brief candidates with all necessary information, including making announcements and reading out notices, to ensure that they fully understand the conditions and requirements of the examination(s).

To act as a prompter, reader or scribe for candidates requiring access arrangements on a one to one basis.

To complete fully and accurately all related paperwork.

To respond quickly, efficiently and appropriately to any candidate requests or problems.

Monitor and control the behaviour of candidates.

To be vigilant throughout the examination(s), remaining alert for any instances of malpractice - intentional or otherwise – and to take necessary action, as appropriate.

To report to Exam Staff immediately any problems or irregularities encountered during the examination.

Ensure all examination materials are collected in after the examination and paperwork is returned in an orderly manner to the Exams Office.

Contribute to the preparation of any reports which have to be submitted to the awarding bodies in respect of late arrivals, malpractice or special consideration.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality
Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Exam Invigilator		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task References**
<u>Qualifications and Training:</u>		
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Application, Interview
GCSE A*- C / 9 - 4 in English and Maths or equivalent	Desirable	Application, Interview
Recent invigilation training	Desirable	Application, Interview
IT qualification e.g. CLAIT, ECDL or equivalent	Desirable	Application, Interview, Task
<u>Relevant Experience:</u>		
Previous invigilation experience or willingness to undertake training	Essential	Application, Interview
Experience of working with young people	Desirable	Application, Interview
Experience of working within an academic environment	Desirable	Application, Interview
An understanding of examination processes	Desirable	Application, Interview
Supervisory role	Desirable	Application, Interview
Administrative experience	Desirable	Application, Interview
<u>Skills and Knowledge:</u>		
Excellent organisational skills	Essential	Interview
Clear and effective communication skills, both oral and written	Essential	Application, Interview, Task
Effective administration skills	Essential	Interview Application,
High level of accuracy and attention to detail	Essential	Task
The ability to work to predetermined instructions	Essential	Task

The ability to work alone and/or as part of a team	Essential	Interview
Good observational skills	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References
Confidence using IT	Essential	Application, Interview
Additional Factors:		
Reliability and punctuality	Essential	Interview
A flexible approach and the ability to adapt to change	Essential	Interview
The ability to use your own initiative yet judge when a decision is not yours to make	Essential	Interview
The ability to keep calm under pressure or during unexpected circumstances	Essential	Interview
The ability to relate to candidates yet maintain an air of authority	Essential	Interview
The ability to remain alert and focussed during long periods of time	Essential	Interview
A commitment to providing a quality service	Essential	Interview
A helpful and approachable manner	Essential	Interview
An understanding of the necessity for confidentiality	Essential	Interview
The ability to be fair but firm in all circumstances	Essential	Interview
A commitment to the principles of Equality & Diversity	Essential	Interview
As the College is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.