

Job Description

Post:	Invigilator
Salary Grade:	£12.87 per hour
Responsible to:	Primary Invigilator

Key Purpose

To act as examination invigilation and ensure guidelines/regulations for the integrity and security of examinations papers and procedures are followed during an examination session.

Provide a professional examination service ensuring a calm environment to give the candidates the best possible opportunity to be successful in their exams.

Duties & Responsibilities

A	Arrive 30 minutes before an examination to help preparation of the examination room taking direction from the Primary Invigilator or Examination Officer.
B	Ensure a calm environment to give the candidate the best possible opportunity to be successful in their exams.
C	Help organise students at the start and end of each exam.
D	Provide the correct information and material for successful completion of exam.
E	Ensure that the conduct of the exam takes place within the guidelines set down by JCQ.
F	Whilst not disrupting the candidates it is important to be vigilant.
G	If invigilators suspect malpractice is taking place, they should refer the matter to the Primary Invigilator.
H	To assist the exams office on results and enrolment days.



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To carry out any other duties deemed necessary by the exam's office according to JCQ regulations.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification				A B C D	Level 2 or above Qualification Literacy Level 2 Numeracy Level 2 IT Level 2	Application
Professional Development	1	Evidence of ongoing Professional Development	Application			
Experience				E	Previous experience of invigilation	Application / Interview
Skills / Qualities	2	Good organisational skills	Application / Interview			
	3	Excellent communication and written skills				
	4	Ability to work as part of a team				
	5	Ability to keep calm under pressure or during unexpected circumstances				
	6	Accuracy and attention to detail				
	7	A flexible approach to work				
	8	Ability to relate to candidates yet maintain an air of authority				
	9	Ability to communicate with candidates and members of staff clearly and accurately				



	10	Reliability and punctuality		
	11	Ability to work to predetermined instructions		
	12	Common sense and initiative		
Other	13	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	14	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview	
	15	DBS Check acceptable to the college will be undertaken for successful applicant	Appointment	

