JOB DESCRIPTION

Title: Examination Invigilator

Department: Examinations

Reporting to: Exams Officer

Liaises with: Staff and Students

Main purpose and object of the role

To provide support to the Examinations Officer

Main Duties

To support the Examinations Officer with the day to day running of examinations and venues. This may include but is not limited to:

- Assisting with setting up examination venues, laying out stationery, equipment and examination papers in accordance with JCQ procedures.
- Assisting candidates prior to the start of the examination by directing them to their seats and advising them about possessions permitted in an examination venue
- Ensuring candidates do not talk once in the examination venue
- Invigilating during the examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with JCQ procedures
- Checking attendance during the examination
- Recording details and collecting scripts
- Overseeing candidates leaving the examination venue during the examination and at the end of the examination. Ensuring that equipment or stationery is not removed from the venue by candidates. Ensuring that candidates leave in an orderly and quiet manner.

Other duties

To assist the Examinations Officer with other examination processes such as (but not limited to)

- Packing examination scripts.
- Preparing stationery and equipment prior to the examination and the arranging the delivery to and from venues as appropriate
- Collecting and collating scripts at the end of the examination in accordance with JCQ procedure.

Working hours

Between 8:30 and 17:00.

Person Specification

Essential

Effective Oral/Written communication skills

Good numeracy skills

Accuracy and attention to detail

Flexible approach to work

Ability to relate to academic staff and students

Ability to work under pressure and tight deadlines

Team player

Desirable

Experience of working in a School or Educational environment

An understanding of the examination process