

Examinations Invigilator - **Job Description**

Post Title:	Examinations Invigilator
Job Reference No.:	
Department:	Examinations
Grade:	£8.52 per hour
Responsible to:	Examinations Manager

Bicester Technology Studio is seeking to recruit sessional hourly paid invigilators to assist the examination team in delivering paper based and computer based examinations at the school (Queens Avenue, Bicester). Hours will be variable with a high demand over the summer period (May and June). Applicants should have good communication and organisation skills, and proven ability to be punctual and reliable. Basic IT skills would be an advantage.

Training will be provided on the Activate Learning and JCQ examination policies and procedures, therefore the ability to follow these procedures closely is essential.

Exam Invigilator Responsibilities:

- Assisting with setting up of the examination rooms such as laying out equipment and examination papers
- Announcing awarding body regulations to large groups of students
- Patrol the Exams room quietly and unobtrusively to observe candidates, and ensure that candidates are obeying the Awarding Body regulations.
- Ensure constant, effective and sensitive supervision of candidates throughout the examination session.
- Record candidate attendance, and complete a seating plan of candidates for each examination and where required, a report detailing any instances or irregularity, misconduct or other unusual circumstance.
- Act as a candidate reader or scribe as required.
- Collect, distribute and return examination papers, scripts, stationary and other materials in accordance with the Schools/Awarding Bodies instructions.
- Supervising students leaving the examination venues ensuring they leave in a quiet manner.
- Ensuring that the School and JCQ policy and procedure is followed closely throughout the examination process
- Attend the Examinations office or other specified venue one hour prior to commencement of an examination session. And up to half an hour after an examination session ends, or at other time as instructed by the Examinations Team.

- Comply with all relevant Health & Safety Regulations and assist the college in the implementation of its own Health and Safety Policy wherever possible.
- Comply with the School's Equal Opportunities Policy.

Exam Invigilator Essential Skills:

- Strong communication skills able to liaise with academics and students daily
- Extremely patient and able to stay vigilant throughout an exam period
- High level of literacy & written communication skills
- Organised and excellent time management skills

Professional Conduct

All staff are expected to:

- Attend training sessions relevant to the performance and execution of the duties of their post
- Give good notice of any absence in line with the School's Absence Management Policy
- Make the most efficient and effective use of human, financial and material resources, being aware of budget implications
- Be aware of and responsive to the changing nature of the School, adopt a flexible and proactive approach to work and contribute to a range of cross-venue initiatives to facilitate the delivery of key business objectives
- Participate in the development of a responsive student centred approach to service delivery.
- Ensure compliance with all School policies, procedures and regulations and assist in the implementation of decisions of the Corporation, working within any legislation to which the School is bound by law

General

Status of the Job Description

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.

Diversity Statement

It is the Policy of Activate Learning to recognize and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The School will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

Health and Safety Statement

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of



all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

Safeguarding Statement

Activate Learning is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment; a satisfactory disclosure certificate will be required.