



JOB DESCRIPTION

TITLE:	Sessional Examinations Invigilator
GRADE/SALARY	£13.59
STATUS:	Sessional
DEPARTMENT:	Exams
HOURS:	Variable
RESPONSIBLE TO:	Head of Exams
CAMPUS:	Langley, Windsor and Strode's (flexibility required)
JOB PURPOSE:	To ensure the smooth running of external awarding body timetabled examinations at any of the main college centres. To provide examination services including, but not limited to, organising, invigilating and completion of external awarding body examinations

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Head of the Centre.

The main duties and responsibilities of the post include the following: -

1. Assist with the setting up, starting and closing of examinations. (Examination Officers normally attend the start of the exam but hand responsibility to the invigilator once started)
2. Liaise with the Examinations Officer responsible in good time prior to the start of the examination on all matters relating to the examination (See full procedures relating to the conduct of External Examinations which define more fully the responsibilities).
3. Prior to the examination, invigilators are responsible for acquainting themselves with any candidates who have special requirements or special conditions relating to the examination or venue.



4. Ensure the accurate completion of all attendance lists / seating plans.
5. Keep up to date with and apply the necessary JCQ / appropriate awarding body rules for conduct of external examinations and/or college procedures.
6. Ensure that the conduct within the examination is in accordance with the awarding body rules and procedures / college procedures.
7. At the end of the exam ensure that all papers, scripts and materials are collected and checked against the attendance lists and safely returned to the Exams Office and passed to an established member of examinations staff.
8. At the end of the exam ensure that all examination equipment is removed from the Examinations room and returned to the Exams Office.
9. In the event of an emergency to act as co-ordinator between college staff and students being examined until an Examinations Officer or authorised Manager can take control.
10. Act as a reader or scribe in examinations for students with access arrangements. Additional training will be required for these roles.
11. Any other duties commensurate with the duties of the post as may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

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- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy



PERSON SPECIFICATION
Sessional Examination Invigilator

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 Qualification (GCSE A – C grades or equivalent) in Maths	x		AF
Level 2 Qualification (GCSE A – C grades or equivalent) in English	x		AF
EXPERIENCE			
Experience of working in the FE or educational sector	x		AF
SKILLS / KNOWLEDGE / ABILITIES			
Demonstrable clerical / administrative skills	x		AF
Good IT skills	x		
Proven organisational skills and the ability to work under pressure and meet deadlines	x		IV
Knowledge of examination awarding body rules and regulations	x		IV
Flexible approach to working practices including the ability to work effectively as a member a team member	x		IV
Able to communicate effectively with a wide cross section of individuals and groups of examinees	x		IV
Able to supervise an Examination – i.e. demonstrable ability to control exam environment through confident and authoritative approach	x		IV
Prepared to work evenings		x	AF
Must be willing and able to travel to any college site	x		AF

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview

All the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation

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