

# Fullhurst Community College

## Job Description – Exam Invigilator



**Post title:** Examination Invigilator

**Salary:** Hourly rate £9.16

**Contract type:** Temporary and Casual

**Hours:** As required (The post-holder must be available for work during the college examination periods and on the days requested by the Examination Officer.)

**Responsible to:** Deputy Principal / Examination Officer

### **Core purpose of the post:**

To be responsible for preparing and conducting examinations in accordance with examination board regulations.

### **Specific responsibilities of the role:**

- Ensure that both college and examination board regulations on conduct, communication, etc. are strictly observed and implemented.
- Ensure candidates observe and obey examination conduct and behaviour.
- Ensure that the relevant papers, equipment and materials are available for each examination and each student.
- Supervise candidates in a quiet and unobtrusive manner.
- Work within the direction of the Examination Officer and the Deputy Principal (Assessment and Exams).
- Be familiar with, and be prepared to, implement procedures for dealing with emergencies, queries and inconsistencies.
- Follow the requisite procedures and legislation regarding confidential information e.g. the Data Protection Act.
- Be proactive in the implementation of the College's and the Local Authority's (LA's) Equal Opportunities policy, Health and Safety regulations, Child Protection and Environment Protection policies.

### **Job tasks: (Each task taking at least 10% of the post holder's time)**

- Assist in the setting up of examination venues.
- Ensure that examinations are conducted smoothly.
- Ensure that students' basic needs are catered for.
- Distribute examination papers, additional paper and relevant equipment and materials as necessary.
- Assist in the efficient timekeeping of examinations.
- Assist candidates prior to the start of the examination e.g. directing them to their seats, advising them about examinations regulations etc.
- Report and deal with any inconsistencies, emergencies, lateness and absences as required.
- Respond to candidates' queries and concerns.
- Assist the Examinations Officer in the safekeeping, storage and distribution of examination materials and equipment.

**Other responsibilities:**

- Attend internal and external meetings as and when required.
- Participate in professional development opportunities, with a willingness to develop additional skills and expertise.
- Keep up-to-date with current developments affecting your area of responsibility.
- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college.
- Carry out any other duties that may be reasonable as requested by the Principal, the Examinations Officer or the Director of Resources.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.