# Title: Invigilator

**Responsible to:**  Director of MIS

**Reporting to:** Student Records Manager

**Contract Status:** Permanent

**Hours of work:** Flexible Hours

**Date:** January 2020

**Role Summary:**

* To be responsible for and ensure the correct conduct of written and online examinations closely adhering to JCQ and awarding body instructions and regulations as appropriate.

##### **Main Duties:**

* Arrive at least 30 minutes before the start of an examination and remain after the end of the examination until reconciliation of the papers has been completed.
* Organise the examination room, by checking and ensuring that the room is equipped with clock(s), notices etc., and by distributing examination papers, answer books and other materials prior to the examination.
* Verify the identification of the candidates sitting the examination and to complete attendance lists and seating plans.
* Admit students to the examination room in a controlled manner and help them to be seated in the correct places.
* Ensure that any unauthorised materials brought into the examination room by candidates are placed out of reach of candidates before the examination commences.
* Inform candidates, that they are subject to the regulations of the examination and to outline those regulations.
* Allow candidates any access arrangements they are entitled to.
* Actively invigilate the examination in accordance with JCQ regulations and awarding body guidelines and to ensure that any cases of malpractice are reported to the Student Records and Funding Manager.
* Ensure that candidates are supplied with the sufficient answer books/sheets during the examination.
* Report any discrepancies or other issues to the Student Records Manager.
* Take responsibility for students requiring additional access arrangements including acting as a reader or allowing extra time as necessary.
* Maintain confidentiality in all matters relating to examinations at the College.
* Attend annual training events organised by the Awards Coordinator
* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at January 2020. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Invigilator**

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| **Criteria** | **Essential**  | **Desirable** | **How Assessed** |
| **Qualifications** |
| Level 2 Maths | √ |  | Application and Certificate |
| Level 2 English | √ |  | Application and Certificate |
| A full Level 3 qualification in IT, Customer Service, Business Administration or otherwise relevant subject |  | √ | Application and Certificate |
| **Experience** |
| Experience of working with / leading / supervising groups of people  | √ |  | Application and Interview |
| Knowledge of Data Protection & Safeguarding issues  |  | √ | Application and Interview |
| Experience of working with students in an educational environment |  | √ | Application and Interview |
| **Skills and Competencies** |
| Excellent communication and interpersonal skills, able to present ideas and communicate information confidently and effectively | √ |  | Application /Interview |
| Ability to work independently and as a team player  | √ |   | Interview |
| Good organisational skills | √ |  | Application and Interview |
| Ability to stay calm in a pressurised situation |  | √ | Interview  |
| **Attributes/attitudes** |
| Self-motivated and committed to high quality | √ |  | Interview |
| Outstanding customer service focus | √ |  | Interview |