

## Job Description

<b>Title:</b>	Examination Invigilator
<b>Responsible to:</b>	Examinations Officer
<b>Responsible for:</b>	Internal/External Exams
<b>Location:</b>	College of Animal Welfare – Potters Bar

### Purpose of the Post

To assist in the smooth and efficient administration of both online and written examinations, including candidate invigilation, management of rooms, facilities and equipment, ensuring all written scripts (where applicable) are returned to the Administration office on completion of an exam and perform such other duties which will allow for the efficient running of examinations.

### Main Responsibilities to include

- To provide support to the examination process
- To assist examination administrative staff with other examination processes.
- To support the Centre with day to day operation of examinations.

### Detailed Tasks

- Preparation of the exam invigilation paperwork (either on the day before the examination or before it gets underway, dependant on the start time)
- Setting up the examination room prior to the exam ensuring that it meets the JCQ guidelines for conducting examinations. Includes setting up PC's and laying out stationery, notices (and written examination papers if required)
- Meeting students at the start of the examinations to cover pre exam requirements, including checking identification and ensuring they are familiar with the JCQ Notices covering their conduct during the examination
- Invigilate during examinations, ensuring that strict guidelines and procedures are followed at all times. Record details of late arrivals and early leavers.
- Deal with any queries raised by students during the examination (including basic IT issues) and ensure that they logged appropriately. Report any examination irregularities in accordance with strict procedures.
- Reporting suspected malpractice to the Examinations Officer
- Reading or Scribing for students with special needs

- Collecting and collating written examination papers at the end of the examination in accordance with strict procedures and ensure that are correctly returned for marked.
- Supervising students leaving the examination room, ensuring that students do not remove equipment or stationary from the venue without authorisation and ensuring that students leave venues in an orderly and quiet manner
- Escorting candidates from venues during the examinations as required, and supervising the students whilst outside examination venues
- Close down the examination room at the end of the session, ensuring that all material is returned to the Examination Office or securely destroyed
- After the examination, assist with the preparation of examination results by transferring information from the Awarding Body website and scanning to student files. Notifying the Vice Principal and relevant course tutors of the results.
- Reporting suspected malpractice to the Centre Manager

## **Specific Skills and Knowledge**

- Experience of working or studying in an education environment
- An understanding of the examination process
- Effective oral/written communication skills
- Numeracy
- IT skills
- Administration experience

## **Personal attributes**

- Accuracy and attention to detail
- Flexible approach to work
- Ability to relate to academic staff and students
- Ability to work under pressure and to tight deadlines
- Able to input to invigilation process a minimum of 12 exam sessions per year (likely to be a lot more than that)

## **Appointment**

Zero hours contract.

## **Safeguarding**

- Ensure you know the name of the designated person and their role
- Know how to pass on and record concerns about a child or young person
- Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse

- Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- Be clear with students that you cannot promise to keep secrets
- Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
- Review policy and procedures on an annual basis

## **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

You are liable to undertake such duties as may be reasonably required commensurate with your role.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> <li>• Effective oral/written communication skills</li> <li>• Numeracy</li> <li>• IT Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Customer Service award</li> <li>• Level 2 qualification in ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working or studying in an education environment</li> <li>• Previous administration experience within an office environment</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the examination process</li> <li>• A commitment to lifelong learning and the understanding of its potential impact</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Knowledge and Ability	<ul style="list-style-type: none"> <li>• Awareness of adult learning</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with young people</li> <li>• Leadership skills – in particular, organisational and dealing with people</li> <li>• Able to communicate effectively orally and in writing in a clear, concise and articulate way.</li> <li>• Able to work on own initiative.</li> <li>• Able to share good practice and develop a "can do" culture</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to create an open and inclusive environment for all students</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
Attitude/Disposition	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Able to work well in a team as and when required</li> <li>• Flexible to cope with a changing environment and diversity of students.</li> <li>• Able to work under pressure and to maintain a flexible attitude</li> <li>• Committed to equality and diversity.</li> <li>• Willing to positively promote the college at every opportunity</li> <li>• Appropriate attitude to the use of authority and maintaining discipline</li> <li>• Motivated to work with young people</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>