



JOB DESCRIPTION

POST:	Exam Invigilator
WORKING HOURS:	Various depending on availability – minimum 20hrs per year
GRADE:	Invigilator scale
SALARY:	On a point within the range.
DATE:	31/03/2017
PURPOSE OF THE POST:	To aid with the delivery of the Exam service at point of examination in line with JCQ and Awarding Body regulations
RESPONSIBLE TO:	Exams Office

The Exams Office is part of the wider Admissions, Enrolments & Exams Service offered to the Bournemouth & Poole College. We ensure the delivery and support of all examinations held within the centre as requested by the College.

We administer the examination registration, entry for exam, facilitate the sitting of the exam and the certification for the student. We are responsible for ensuring that the examinations held adhere to all guidance set by the Awarding Body and exam regulations along with the college policies.

This role ensures the compliance of examination conditions as per Awarding Bodies and JCQ regulations. Working closely with the Exams staff and College staff this role will ensure that the exam event is delivered in a timely, secure and fair manner to the students as per regulations.

This role will oversee the examination event within the exams room assigned as per exams schedule.

The Postholder will:

- Prepare the room for exam conditions prior to the start of the examination
- Ensure all necessary documentation for the event is prepared and available
- Ensure the secure transportation of examination documents between the Exams Office and Exams Rooms as necessary and as directed
- help calm the students and ensure they are ready with the necessary equipment
- assist and help coordinate any special exam arrangements in conjunction with the Exams Office
- clearly communicate the necessary exam rules and information to the students
- be available for other support examination duties for special exam arrangements including ensuring individuals have set extra time as prescribed and access to the necessary support as prescribed
- be prepared to be assigned as a reader or as a scribe to students with special exam arrangements on the occasion as required
- be prepared to take invigilation duties as necessary and as experience allows in order for the Exams Office to run and commit to all exam events as necessary
- to undertake all mandatory training as required as part of the role and as a staff member working in the college

- ensure, where possible, you maximise your personal availability during the peak exam series as indicated by the Exams Office
- notify the Exams Office for any change to personal availability and keep them updated as necessary

***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

A copy of this Job Description and Person Specification is held with the Human Resources department.

PERSON SPECIFICATION

JOB TITLE: Exam Invigilator

POST NO:

Criteria	Essential	Desirable
Knowledge	N/A	Have a working knowledge of all major Awarding Bodies and it's rules
Experience	Common sense approach	Have previous teaching or invigilating experience Experience in working within an educational institution
Skills & Abilities	Good timekeeping and organisational skills IT literate/ability to work on/with computers	Be an excellent communicator Customer service skills/experience
Personal Attributes	Calm under pressure Relates to adults and students well	Good team player
Qualifications	Good general education	Preferable to have 5 GCSE's or above, including English and Maths
Other Requirements	Availability at any time in agreement with Exam Team Leader Be willing to travel between sites if required Be flexible around working hours, including some evenings, and occasional weekends	Own transport/ability to travel between sites