



JOB DESCRIPTION

POST: Assistant Invigilator

WORKING HOURS: Various depending on availability – min. 20hrs per year

GRADE: Invigilator scale

SALARY: Assistant Invigilator £10.22 per hour (including holiday uplift)

DATE: Autumn 2022

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 Exams Service offered to Brockenhurst College. We ensure the delivery and support of all examinations held within the centre 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 exams staff and College staff, this role will ensure that the exam is delivered in a timely, secure and fair manner to the students as per regulations.

The role will oversee the examination 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 Exam Rooms as necessary and as directed
- Help calm the students and ensure they are ready with the necessary equipment
- Assist and help coordinate special exam arrangements in conjunction with the Exams Office
- Clearly communicate the necessary exam rules and information to the students
- Assist with the delivery of exam arrangements including ensuring individuals have set extra time as prescribed and access to the necessary support
- Be prepared to be assigned as a reader or as a scribe to students with special exams arrangements 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.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job.

Signature of postholder: _____	Date _____
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PERSON SPECIFICATION

JOB TITLE: Exam Invigilator

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	Good general education	Preferable to have 5 GCSE's or more, to include English and Maths.
EXPERIENCE REQUIRED	Common sense approach	Have previous teaching or invigilating experience Experience in working within an educational institution
SPECIAL KNOWLEDGE OR TRAINING	N/A	Have a working knowledge of all major Awarding Bodies and their rules
ABILITIES, SKILLS & PERSONAL QUALITIES	Calm under pressure Relates to adults and students well Good timekeeping and organisational skills IT literate/ability to work on/with computers Be an excellent communicator	Good team player Customer service skills/experience
RELATIONSHIPS		
MOTIVATION		
SPECIAL CIRCUMSTANCES	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