

Sessional Exams Invigilator

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

POST OUTLINE:

The purpose of this role is to provide support throughout the examination process.

Post Reports To: Exams Manager

Key Accountabilities:

To support with the day-to-day operation of examinations.

- Assisting in setting-up examination areas by laying out stationery, equipment and examination papers.
- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examinations.
- Ensuring that candidates do not talk once in the examinations.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination areas.
- Collecting and collating scripts at the end of the examination in accordance with strict procedures.
- Assisting with the preparation of script envelopes.
- Supervising candidates leaving examinations, ensuring that candidates do not remove equipment or stationery without authorisation and ensuring that candidates leave examinations in an orderly and quiet manner.
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations.
- Setting up and administering computer based exams.
- Undertaking appropriate checks to ensure students are allocated the correct exam papers and to ensure all exam board regulations are adhered to.

Personal Competencies (Accountable at Level 1 – please refer to ESC Competency Framework):

Core Competencies

- **Valuing Equality and Diversity**
- **Working with People;** Team Working, Communication
- **Results Focus;** Drive to Achieve Excellence
- **Focus on Delivery;** Organisational Awareness, Customer/Student Focus
- **Self Motivation;** Adaptability & Flexibility, Accountability

Key Relationships:

The post holder will need to form effective and co-operative working relationships, in particular with:

- Exams Manager
- Students/Employers/Parents/Carers
- Student Services
- Examinations Department
- MIS Department

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding Training.
3. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
5. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
6. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
7. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
8. Support cross college events such as Open Evenings and Enrolment sessions when required
9. Adhere to all College procedures as detailed in the Employee Handbook
10. At all times seek to serve the best interests of the College
11. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.