

JOB DESCRIPTION

JOB TITLE:	Exams Invigilator
DIRECTORATE:	Head of Information, Systems and Planning
DEPARTMENT:	Timetabling, Registers, Data and Examinations
RESPONSIBLE TO:	Exams Team Leader
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To contribute to the managed and organised delivery of all allocated exam sessions including online examinations; exams at satellite centres; and individual or group sessions, as appropriate.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Invigilation**
- 2. Main Responsibilities**
- 3. General Responsibilities**

1. Invigilation

- 1.1 Contribute to the controlled and managed delivery of exams in accordance with College policy & procedures and Awarding Body regulations.
- 1.2 Assist in the distribution of exam papers & materials and the collection of exam scripts as appropriate.
- 1.3 Assist in the supervision of exam candidates ensuring that College policy & procedures and Awarding Body regulations are adhered to at all times.
- 1.4 Take responsibility for the controlled evacuation of an exam session in accordance with the College's Exam Evacuation Procedure as required.

- 1.5 Assist those exam candidates with concessionary needs as a scribe, reader or prompter as appropriate.
- 1.6 Complete exam reports and collection of attendance data as required.

2. Main Responsibilities

- 2.1 Work effectively and efficiently with other invigilators and College staff.
- 2.2 Respond to staff and student queries providing an effective customer focused service.
- 2.3 Assist and liaise with the Exams Team in ensuring that all exam papers and scripts are controlled in a secure manner at all times.

3. General Responsibilities

- 3.1 Contributes to the attainment of the College's strategic objectives, as appropriate
- 3.2 Complies with all College policies, practices and procedures
- 3.3 Takes responsibility for safeguarding and promoting the welfare of Children
- 3.4 Takes responsibility for personal development, attend conventions, conferences and other similar activities and updating events.
- 3.5 Participates in and promote the Staff Development and Appraisal Schemes
- 3.6 Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.