

## Role Profile

<b>Job Title:</b>	<b>Exam Invigilator</b>
<b>Department:</b>	<b>Central Services</b>
<b>Responsible to:</b>	<b>Central Services Manager</b>

### Main purpose of job:

We are seeking an Exam Invigilator to oversee and support the examinations process including the invigilation of examinations, monitoring of examination rooms and ensuring adherence to JCQ regulations and Company policies and procedures, to ensure the integrity and security of all examination sessions.

The role is offered on a casual basis with hours to be agreed with the successful candidate in advance, on the basis of a minimum of 5 hours per week. Working schedule is based upon the exam schedule which can be irregular, but will be issued a month in advance. There is an expectation to travel to Carlisle no more than once a month, therefore a full UK driving license is required.

Full training will be provided.

### Main Duties:

To support the Exams Officer with the day-to-day operation of examinations which may include (but not limited to):

- Setting up of examination rooms and distributing stationery, equipment and examination papers in accordance with outlined procedures.
- Where PCs are used, ensure the removal of any files which may lead to malpractice.
- Confirm the identity of examination candidates, in accordance with outlined procedures.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them of possessions permitted into the examination room.
- Ensure that candidates do not talk once inside the examination room.
- Invigilate during the examination and deal with any queries or emergencies raised by candidates or examination irregularities in accordance with strict procedures.
- Facilitate examination access requirements, as required, in accordance with strict procedures e.g. as reader or scribe.

## Where your future matters



University of Central Lancashire

# Training 2000

- Ensure candidates are escorted from the examination room and appropriately supervised, during the examination, whilst outside the examination venue.
- Record and report examination irregularities in accordance with strict procedures.
- Record attendance registers (including early leavers), supervision reports and seating plans.
- Collect and collate examination scripts at the end of the examination in accordance with strict procedures.
- Supervise candidates leaving the examination room, ensuring candidates do not remove equipment or resources and that they leave in a quiet and orderly manner.
- Return scripts to the Exams Officer and assist with the preparation of script envelopes.
- To ensure full compliance with all Company policies and procedures and notably policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity.
- To undertake in-house Invigilator Training annually.
- To undertake all mandatory training and partake in CPD days organised by HR and Departmental Manager.
- To undertake any other duties as reasonably requested by the Exams Officer/Central Services Manager.

## Where your future matters

## Person Specification

<b>Job Title:</b>	Exam Invigilator
<b>Department:</b>	Central Services
<b>Responsible to:</b>	Central Services Manager

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good IT skills</li> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with JCQ regulations for conducting examinations</li> </ul>
Skills & Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of dealing with a wide range of business stakeholders</li> <li>• A polite, friendly and calm manner with excellent customer service skills</li> <li>• Effective written and verbal communication skills</li> <li>• Ability to use ICT effectively</li> <li>• Ability to maintain accurate records</li> <li>• Ability to plan and prioritise</li> <li>• Ability to work flexibly, coping with conflicting demands</li> <li>• Ability to work under pressure and to strict deadlines</li> <li>• Ability to work independently on own initiative and as part of a team, referring to line manager as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an education environment</li> <li>• Experience of working with young people</li> <li>• Experience working in a similar role</li> </ul>
Behaviours	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Open, honest and supportive behaviours</li> <li>• Strong positive customer focused behaviours</li> <li>• Demonstrates behaviours which are in line with the Corporate Confidentiality Policy to ensure all information and documentation is protected with the Company's procedure guidelines and the guidelines set by legal requirements and the data protection act.</li> <li>• Accuracy and attention to detail</li> </ul>	

## Where your future matters



Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"><li>• Flexibility and adaptive approach</li><li>• Commitment to all Company policies and procedures including Safeguarding, Health &amp; Safety, GDPR, Equality &amp; Diversity and Compliance.</li></ul>	

## Where your future matters