

## JOB DESCRIPTION – EXAMINATION INVIGILATOR

<b>Job Title:</b>	Examination Invigilator
<b>Responsible for:</b>	Helping to maintain the smooth running of examinations in accordance with the official requirements
<b>Reports to:</b>	Examination Officer
<b>Hours:</b>	Variable, to be arranged prior to each exam season.
<b>Pay:</b>	£10.50 per hour (including holiday pay)

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### **Main purpose and object of the role:**

To provide support to the examination process.

### **Main duties:**

To support the Examinations Team with the day-to-day operations. This may include (but is not limited to):

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside the examination room;
- 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 early leavers and collecting their scripts;
- escorting candidates from the examination room during the examinations as required, and supervising candidates whilst outside the examination venue;
- 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 examination room, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave the examination room in an orderly and quiet manner;
- to act as a scribe and/or reader to students who require access arrangements as directed by the Exams Officer or SENDCO.

### **Other duties:**

To assist the Examinations Team with other examination processes, such as (but not limited to):

- packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate; preparation of seating plans;
- delivering scripts to departmental and school offices.

**Working hours:**

Between 08:00 and 17:00, however, you might be asked to work outside of these hours.

**PERSON SPECIFICATION****Experience**

Experience of working or studying in a higher education environment **desirable**

**Specific skills and knowledge**

An understanding of examination processes **desirable**

Effective oral/written communication skills **essential**

Good numeracy skills **essential**

**Personal attributes**

Accuracy and attention to detail **essential**

Flexible approach to work **essential**

Ability to relate to academic staff and students **essential**

Ability to work under pressure and to tight deadlines **essential**

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**Closing date:** Ongoing

*Please note that Future Academies reserves the right to appoint at any stage during the recruitment process so early applications are encouraged.*

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