

Examination Invigilator Bank Staff Job Description

Reporting to: Exams Manager

Liases with: Academic staff, school administrators and students

Main purpose: - To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Specific Duties: - To support the Examinations Manager and staff with the day-to-day operation of examination venues. This activity may include:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Closely following and enforcing exam procedures and regulations;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Ensuring that candidates do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with 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 examination as required and supervising candidates whilst outside examination venues;
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;

- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

To assist examination staff with other examination processes.

This activity may include:

- Assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Assisting with the preparation of seating plans;
- Reading and scribing for students with special needs.

Examination Invigilator Bank Staff Person Specification

Applicants will need to demonstrate the following:

Essential:

Flexible Working

A commitment to being a member of a small team working flexibly to ensure that all exam sessions are covered with the required number of invigilators

Punctual

Centres hosting external examinations are required to do so under strict conditions, one of which is time. Examinations must start on time and as such invigilators must arrive at the time informed by the Student Services Manager or designated Head of Centre.

Accuracy

Invigilators are required to give out exam papers to the right student at the right time seated in the right location. They will also be required to complete attendance registers. It is essential that applicants have a very good eye for detail and are able to assimilate often complex data.

Initiative

Applicants may have to deal with unexpected circumstances during the examination. The ability to take the initiative in a quick and efficient manner is an integral part of the role.

Confidence

Applicants will be required to convey detailed instructions to candidates regarding their examinations in a clear and confident manner.

Good communication skills

An excellent command of the English language (verbal, reading and written) is also essential as applicants will be required to assist students by providing reader/scribing support.

Interpersonal Skills

Applicants will need to be of a calm and helpful disposition comfortable working with a diverse range of students and staff

Desirable

Experience of working in a school environment or with schools would be desirable but it is not essential.

Rate of pay: £10.00 per hour (minimum 2 hour) on a casual contract basis.