

BOROUGH OF POOLE JOB DESCRIPTION

SERVICE UNIT: Culture and Community Learning
JOB TITLE: Examinations/Assessments Invigilator
GRADE: BSGC
REF NO: ML401
RESPONSIBLE TO: Examinations Officer

MAIN PURPOSE

1. To provide a range of administrative and support functions relating to the day to day operation of the exams function.
2. To support the day to day running and resources of the designated examinations functions
3. To ensure the efficient and effective conduct of all public examinations during the daytime and in the evening, and at all times supervise candidates who are engaged in taking these examinations.
4. Ensure examinations are conducted in accordance with
 - regulations set out by the Joint Council for General Qualifications
 - other awarding body-specific regulations not included in JCQ regulations
 - Skills&Learning Policy for the conduct of external examinations or assessments
5. Ensure that any problems or emergencies that arise while candidates are present in the examination room are dealt with in accordance with standard procedures

MAIN RESPONSIBILITIES

1. Undertake the invigilation of external examinations as required by the Service, during the daytime or in the evening.
2. For the invigilation of online examinations, possess personal IT skills of a level that will enable any problems of download or submission to be dealt with efficiently.
3. Where examinations are conducted in the evening, take full responsibility for all aspects of the examination and deal with any emergencies that arise.
4. Post exam warning notices outside the examination room as instructed, to minimise external noise and provide the best possible conditions for candidates to undertake their examination.
5. Check that the layout of the examination room and equipment provided complies with all applicable regulations, and that a clock is visible to all candidates.
6. Allocate candidate desks in accordance with the prescribed seating plan and ensure that all Centre information that candidates are required to enter on their examination paper is clearly displayed.
7. Ensure that all mobile phones, i-watches, i-pads, i-pods and MP3/4 players are left outside the examination room by candidates, and that other possessions are visible at all times but not accessible during the examination.
8. Check candidate ID, remove any candidate not in possession of suitable identification from the examination room, complete the attendance register and any other associated official documentation.

9. Read out all instructions relating to the examination and/or the venue and check candidates' understanding of process and procedures. Issue any notices from the awarding body to candidates at the start of the examination.
10. At all times, maintain the security of examination papers and materials in the Invigilator's possession.
11. Start, conduct and finish the examination in accordance with the regulations and ensure that appropriate time limits and warnings are made clear to all candidates in written and spoken form.
12. Supervise candidates with due vigilance during the working of the examination. Take action in accordance with regulations if a candidate is suspected of cheating or any form of malpractice.
13. Deal with any immediate problems or emergencies according to the policies and procedures of the examination Centre and in accordance with the examination regulations.
14. Collect completed scripts after the examination has ended and return all question papers, answer papers, scripts and other materials to the designated safe repository or person.
15. Report back to the Exams Officer as appropriate, using the agreed referral procedures, on any issues arising.
16. Assist with the administration of examination processes as requested.
17. Undertake any training required for the post and attend update trainings as necessary.
18. Support the centre's fire and emergency procedures by being familiar with the instructions, located in all teaching areas – and take appropriate action should the need arise.
19. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
20. Comply with all decisions, policies and standing orders of the Service and the Borough of Poole; comply with any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and the Data Protection Act.
21. Demonstrate a commitment to Safeguarding and to promoting the welfare of children and vulnerable adults in accordance with the Service's agreed procedures.

Prepared by: L Peterson

Date: August 2015

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience in an administrative role • Experience of using a range of IT systems, including Word, Excel email and databases • Experience of customer care 	<p>Essential Essential Essential</p>	<p>Application Form Interview References</p>
<p>QUALIFICATIONS / TRAINING</p> <ul style="list-style-type: none"> • Minimum of 5 GCSE's A-C including English and Maths or equivalent • ECDL or equivalent IT qualification. 1 & 2 • NVQ 3 or equivalent in Customer Service. 	<p>Essential Essential Essential for online exams Desirable</p>	<p>Application Form Certificates</p>
<p>APTITUDES & ABILITIES</p> <ul style="list-style-type: none"> • Ability to remain vigilant throughout examination periods • Ability to practise integrity in the handling of examination scripts and candidate papers • Ability to handle confidential information with discretion • Ability to deal calmly and efficiently with any unexpected situations which may arise, in accordance with exam regulations 	<p>Essential Essential Essential Essential</p>	<p>Application Form Interview References</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of national regulations and Service policy pertaining to the conduct of examination, or ability to learn • Knowledge of the procedures followed by the Service relating to learner behaviour • Knowledge of Service fire and emergency procedures • Knowledge of correct Safeguarding procedures and codes of conduct 	<p>Essential Essential Essential Essential</p>	<p>Application Form Interview</p>
<p>ATTITUDE & MOTIVATION</p> <ul style="list-style-type: none"> • Committed to the safe and fair conduct of examinations • Commitment to Equal Opportunities 	<p>Essential Essential</p>	<p>Application Form Interview</p>
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check • Ability to conduct examinations as required at various centres in Dorset, during the day and/or in the evening 	<p>Essential Essential</p>	<p>Application Form Interview</p>