



Information for applicants

Application for the Post of: Invigilator

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is midday on Monday 29th January 2018.

Included in this pack is some information about the role and a person specification.

You will also find a link to the following forms which need to be completed and returned to the Personnel Department at the address given on the forms:

1. Application Form (please do not replace with your CV)
2. Criminal Record Declaration Form
3. Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Jenny Anderson
H.R. Manager

Role purpose - Examination Invigilator

Responsible to: the Examinations Officer.

Main purpose of the role

To undertake the role of invigilator in external examination rooms, providing a calm and organised experience for students, ensuring exam board rules are followed and the safe collection and handover of scripts.

Tasks

Preparation of examination rooms

- Checking that the room meets external requirements (for example the centre number and clock are clearly visible to all)
- Setting out candidate numbers on desks

Starting the examination

- Helping to get candidates into the exam room in an appropriate manner
- Ensuring correct seating and identification of all candidates
- Ensuring that candidates have correct papers
- Ensuring candidates are aware they are under exam conditions
- Reading aloud notices in a small classroom setting
- Notifying candidates of the start of the examination
- Recording start and finish times of examinations

During the examination

- Opening and distributing papers and other materials
- Ensuring the attendance register and seating plans are completed
- Ensuring late candidates are seated and allowed to partake in the exam with minimum fuss.
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with regulations
- Supervising any candidates who may need to leave the room in accordance with exam regulations

Finishing the exam

- Ensuring that efficient timekeeping is maintained
- Notifying clash candidates to remain seated until collected by an invigilator.
- Ensuring exam conditions are maintained until candidates are dismissed
- Collecting scripts in attendance register order
- Checking that nothing has been left at the desk and no graffiti has been made during the exam
- Ensuring that scripts are never left unattended and none are missing

Additional points

- Two-way radio communication between invigilators and the exams office, supported by a system of a 'runner', is in place
- Training will be given and there will be an induction period in which new invigilators will not be expected to take sole charge of an exam room

Please note, successful candidates will be required to attend a half-day training event on a date to be advised and have significant availability between 2nd May and 23rd June 2017.

Person Specification – Invigilator

Essential qualities	Desirable qualities
	Successful experience of working with 16-19 year olds.
Genuine care for the welfare and high achievement of students	Knowledge of or training in safeguarding of young people
Friendly, calm demeanour	
Organised, systematic worker with good attention to detail	
Commitment to team-work and problem solving	
Ability to follow precise instructions and communicate clearly with candidates	