

## **JOB DESCRIPTION**



**Post:** Examination Invigilator  
**Responsible to:** Head of MIS and Examinations  
**Co-ordinates with:** Examinations Team & Lead Invigilators

### **General Responsibilities:**

To oversee and supervise both computer-based and paper-based examinations and assessments to ensure that the Joint Council of Qualifications (JCQ) guidelines and regulations are observed and maintain the integrity and security of the examination materials and procedures are followed during all examination sessions.

### **Duties of all employees:**

- a) To show commitment to the college and its internal and external customers
- b) To work co-operatively with colleagues
- c) To show commitment to college policies on Health and Safety, Equal Opportunities, Safeguarding and the Staff Code of Conduct

### **Principal Duties:**

1. Assisting the Examinations Team and the Lead Invigilator in the setting up of examination venues, including:
  - removing any inappropriate material from walls
  - displaying seating plans at the examination venue to enable candidates to familiarise themselves with seating arrangements prior to entering
  - writing all relevant details of the examination/s on the whiteboard/flipchart
  - ensuring that a clock is accurate and visible
  - ensuring that appropriate answer sheets are placed on each desk together with any other materials that may be required, eg graph or tracing paper
2. Welcoming candidates upon entry and assisting them by directing them to their seats quickly and efficiently, ensuring that they are seated at the appropriate desk in accordance with the seating plan.
3. Ensuring that candidates place bags, coats and other personal possessions at the designated location and not next to their examination desk.
4. Ensuring that no inappropriate items are brought into the examination room, such as electronic devices and mobile phones, revision notes or other documentation unless specifically advised and that candidates are aware of the consequences of being in possession of such items.
5. Ensuring that candidates do not communicate with each other once inside the examination venue.
6. Informing candidates of any erratum notice that may affect them.
7. Confirming the identity of each candidate.

8. Ensuring that question papers are opened in accordance with examination board regulations and that all candidates receive the correct examination question paper.
9. Being aware of any needs that candidates may have during an examination and responding immediately to a raised hand, ensuring that additional stationery or equipment is distributed as required.
10. Supervising the candidates in a quiet and unobtrusive manner ensuring that the regulations on conduct, communications etc are strictly adhered to.
11. Supervising candidates who wish to leave the examination venue for a short period, e.g. toilet break
12. Ensuring that candidates do not remove equipment or stationery from the examination venue without authorisation and ensuring that they leave in an orderly and quiet manner.
13. Collecting and collating answer scripts in candidate number order, ensuring that all required details including candidate name/number/signature where appropriate are completed by candidates and that all questions and answer papers remain in safe custody and are not left unattended until they are delivered to the Examinations Office.

This job description is current at the date shown and may be amended after consultation and agreement between management and the post holder.

Date of issue: March 2024

### Summary of Main Terms and Conditions

<b>Salary</b>	£11.44 per hour
<b>Working Hours</b>	Working hours will be offered on a casual basis during exam seasons.
<b>Contract</b>	Whilst initially the contract will be with Blackpool Sixth Form College, we are soon to be a founding member of the Coastal Collaborative Trust (CCT) where we will become part of the academy trust. Any contracts will transfer to the new entity but there are no anticipated changes to the terms and conditions.
<b>Pension Scheme</b>	No contributions will be made to a pension scheme.
<b>Safeguarding</b>	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the 'keeping children safe in education' guidance.
<b>Payment</b>	Your salary will be paid on the last working day of each month by BACS transfer, this is conditional on the submission of hourly claim sheet in a timely manner.
<b>Health</b>	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical if applicable.

<b>References</b>	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. The reference will request information about any disciplinary offences, including any relating to children and will ask about your suitability to work with children. Referees will be verified and will be contacted to validate the information contained within the reference.
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