



JOB DESCRIPTION

Post:	Exam Invigilator
Responsible to:	Exams Officer
Salary:	£11.60 per hour
Conditions of Service	Callywith College Conditions of Service
Main Purpose of Job:	To invigilate exams in accordance with the guidance of the Awarding Body.
Specific Duties:	<p>To ensure that all examinations are undertaken under the guidelines of the Awarding Bodies.</p> <p>To distribute and collect all examination papers in accordance with the Awarding Body's procedures.</p> <p>To ensure students enter and leave the examination room in an appropriate manner.</p> <p>To complete and sign the attendance registers.</p> <p>Display starting and finishing times for the exams on the boards.</p> <p>Deal with any disturbances to the exam.</p> <p>At the end of an exam ensure that answer booklets have been collected correctly.</p> <p>Collect exam scripts in candidate number order.</p> <p>Give a report in the event of any discrepancy or irregularity in the progress of an examination.</p> <p>Be familiar with the current edition of the JCQ document 'Instructions for Conducting Examinations'.</p> <p>To attend annual invigilator training as provided by the College.</p>



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

EXAM INVIGILATOR

The person appointed should have the following skills and experience.

- Good communication skills
- Knowledge of the examination process
- A thorough and conscientious approach
- Ability to relate to academic staff and students.
- Previous experience within an education background would be an advantage.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.