

<b>Title of post</b>	<b>Exam Invigilator</b>
<b>To whom the post holder reports</b>	<ul style="list-style-type: none"> <li>Exams Officer</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>To ensure a calm environment which will give the students the best possible opportunity to be successful in their exams</li> <li>To help students at the start and end of each exam and ensure the Joint Council for Qualifications (JCQ) regulations are maintained once students are in the exam room.</li> <li>To help provide the correct information and material for successful completion of the exam.</li> <li>To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied)</li> <li>To be vigilant, whilst not disrupting the candidates.</li> <li>To refer to the Exams Officer if it is suspected that malpractice is taking place</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>To help distribute exam stationary and exam scripts to students.</li> <li>To ensure that students do not leave an examination unless escorted for exceptional reasons: always check with the Lead Invigilator.</li> <li>At the end of examinations; help make sure that answer booklets have been completed correctly.</li> <li>To help in the collection of exam scripts which need to be collected in order, by candidate number.</li> <li>In the event of any discrepancy or irregularity in the progress of an examination, to give a verbal report to the Exams Officer</li> </ul>
<b>Hours</b>	Variable
<b>Payscale</b>	Point 7 - £8.55 hourly

### Person Specification

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Good command of written and spoken English</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Confident and able to communicate with staff and pupils</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good team member and with the ability to work on own initiative</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Reliable and punctual</li> </ul>	✓	

#### Application requirements:

1. Application form
2. Letter of application in which candidates should outline how their experience and/or qualifications match the requirements of the post