



Exams Invigilator

OVERVIEW

Under the direction of the Examinations Officer, The Exam Invigilator is responsible for ensuring that exams are conducted in an appropriate manner within the correct time frame. The main part of the role is to supervise the students and make sure that exam regulations are being met at all times.

RESPONSIBILITIES

- To ensure that all candidates have an equal opportunity to demonstrate their abilities.
- To set up the examination room to ensure it meets JCQ requirements.
- Starting, monitoring and ending every exam.
- Monitoring students to ensure that there is no malpractice during the exam and that exam conditions are adhered to at all times.
- Providing support in an emergency.
- To attend regular training sessions

PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team. Have the ability to respect and value the different experiences,
- Be flexible, reliable, punctual and trustworthy.
- Excellent communication and organisational skills
- The ability to adhere to rules and regulations
- The ability think clearly and make correct decisions in the event of an emergency in the exam room

TERMS

- Casual hours for a fixed term during the exam season.
- Salary £12.50 per hour.