

ROLE DESCRIPTION

1. JOB TITLE: Examinations Invigilator

2. CONTEXT

West Herts College is a large general further education college with a large portfolio of courses for its local community including full time and part time further education, higher education, work-based learning and community learning.

The central examinations team is part of the College's Student Administration service which provides a range of high quality, integrated administration services for students and staff.

2. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of Exams

3. DUTIES AND RESPONSIBILITIES

- Ensure that the examination room meets awarding body requirements (for example centre number and clock clearly visible to all)
- Ensure the candidates have the correct papers
- Ensure that candidates have correct papers and read any erratum notices
- Ensure that the attendance register is completed and deal with extra candidates not on the register
- Ensure that candidates are aware of the exam conditions (e.g. retrieving mobile phones), ensuring such conditions are maintained until candidates are dismissed from the exam room
- Notify candidates of the start of the exam, and record start and finishing times of the exam, ensuring that efficient timekeeping is maintained
- Distribute papers and any other authorised materials, and collect completed scripts at the end of the exam
- Ensure that late candidates are briefed, seated and allowed to partake in the exam with minimum disturbance
- Supervise candidates in a quiet and unobtrusive manner
- Respond to candidates' queries in accordance with the exam regulations
- Supervise any candidates who may need to leave the room in accordance with exam regulations

- Supervise any “clash” candidates between exams
- Ensure that scripts are never left unattended and are safely delivered to the exams officer

4. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate in training and team development activities, to develop skills and knowledge.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College’s Health and Safety Policy statement and the College’s safety priorities and be aware of their contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder’s contract of employment.
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