

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Exam Invigilator
DEPARTMENT	Medway Adult Education
RESPONSIBLE TO	Examinations Manager
GRADE	Range 2

1. . MAIN PURPOSE OF JOB

To take responsibility for the proper conduct of an examination in line with the requirements of the appropriate Examination Board and within the guidelines set down by Medway Adult Education. To be responsible for the safe keeping of the examination papers from collection until the start of the examination, and to take responsibility for the safe keeping of the examination scripts after the examination until they are secured.

To check that the examination room has been set up in line with regulations, to identify candidates, to create an atmosphere within the examination in which all candidates can perform to the best of their ability. To be aware of the requirements of the Examination Board and to ensure that the examination is conducted in line with those regulations. Act in accordance with regulations in the event of an emergency. Act in accordance with the equal opportunities policy and undertake the duties as required by corporate and directorate action plans.

2. PERSON SPECIFICATION

Qualifications

- **Minimum of English and Maths at Level 2**

Experience

Essential

- An understanding of safeguarding and a commitment to creating a safe learning environment for staff, customers and stakeholders

Desirable

- Knowledge of and/or worked with examinations previously not necessarily as an invigilator

Skills

Essential

- Ability to pay attention to detail in regard to Awarding Body regulations, including ensuring the exam room has been set up correctly and candidates are correctly identified
- Ability to manage time effectively
- Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organisation
- The ability to be patient and remain calm under pressure and in an emergency
- Basic ICT skills, including the ability to access online exams

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post is managed by the Examinations Manager

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE

EXPECTED OF THE POST HOLDER

The post holder will work alone and be expected to use own initiative to deal with any issues arising during the period of the examination.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The postholder will be working with learners and curriculum staff. Occasional contact with members of the Joint Council for Qualifications (JCQ Examination Inspectorate) and other Awarding body Inspectors may be required.

4. FINANCIAL ACCOUNTABILITIES

None

5. WORKING ENVIRONMENT

Invigilators are employed on an hourly basis as and when required, sometimes at short notice. Examinations are held at both Rochester and Gillingham centres, daytime, evening and occasional Saturdays. The main exam period is April to July, but exams can be held at other times during the year.