

Post Title	Invigilator		
Grade / Spinal point	£30 per session. Approximate length of session to be 3 hours.	Salary	Zero hour contract. Based on FTE salary of £19,639.49, based on 52 week
Accountable To	Exams Officer		
Accountable For	Students and following JCQ Guidelines in accordance with Exams		
Commencement Date	May 2018		
Permanent / Temporary / FTE	Temporary - By negotiation during November, January and June Series Exams		

School Purpose	Job Purpose
Our purpose is personal, professional and cultural transformation through creativity, the arts and high quality education	<ol style="list-style-type: none"> 1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Plymouth School of Creative Arts instructions. 2. To play a key role in upholding the integrity of the examination/assessment process

Job Description	
B.	Specialist Role Functions – Before the Exams
B.1	To report to and be briefed by the exams officer prior to each exam session
B.2	To keep confidential exam papers and materials secure before, during and after exams
B.3	To ensure exam rooms are set out according to the instructions
B.4	To admit candidates into exam rooms
B.5	To identify, seat, and instruct candidates in the conduct of their exams
B.6	To distribute the correct exam papers and materials to candidates
B.7	To deal with candidate queries

Job Description	
C.	Specialist Role Functions – During the Exams
C.1	To supervise and observe candidates at all times and be vigilant throughout exams
C.2	To keep disruption in exam rooms to a minimum
C.3	To deal with emergencies or irregularities effectively
C.4	To record/report any incidents, disruption or irregularities
C.5	To complete attendance registers
C.6	To deal with candidate questions according to the regulations

Job Description	
D.	Specialist Role – After Exams
D.1	To instruct candidates in finishing their exams and to collect exam scripts
D.2	To dismiss candidates from the exam room

D.3	To check candidates' names on scripts match the details on the attendance register
D.4	To securely return all exam scripts and exam materials to the exams officer
D.5	Removal of equipment and taking down the exam room after use

Job Description	
E.	Specialist Role – Other
E.1	To attend training, update or review sessions as required
E.2	To undertake, where required and where able, other duties requested by the exams officer, for example <ul style="list-style-type: none"> • supervision of clash candidates between exam sessions • facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) • other exams-related administrative tasks • complete any relevant exam board documentation, statements etc (full training will be provided)

Person Specification

Competency	Descriptor	How Identified AF : Application Form QC : Qualifications Check SI : Selection Process Interview RF : Reference
Qualifications		
Q1.	Current DBS and enhanced police check	QC
Q2.	Additional relevant professional qualification	AF, QC
Knowledge and Experience		
KE1.	Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.	AF, SI, RF
KE2.	An ideal candidate will: <ul style="list-style-type: none"> • be flexible • have effective literacy and oracy skills • be confident and a reassuring presence to candidates in exam rooms 	AF, SI, RF
Personal Qualities		
P1.	Patient and understanding attitude	SI, RF, AF
P2.	Commitment to Health and Safety in the workplace	SI, RF, AF
P3.	Safeguarding of students	SI, RF, AF
P4.	Tactful and understands confidentiality	SI, RF, AF
P5.	Good time keeping	SI, RF, AF
P6.	Common sense and initiative	SI, RF, AF
P7.	Effective written and oral communication skills	SI, RF, AF
P8.	Can think rationally and maturely	SI, RF, AF