



North East
Better Health
at Work Award
Gold Award



Examination Invigilators

External Vacancy

Post Ref: 5947. Zero hours contract, hours will be as and when required. £9 per hour.

We are looking to recruit part time casual Examination Invigilators who are able to work flexibly between the hours of 8:00am and 9:00pm. The hours offered are often periodic to suit the exam timetables. Duties include supervision of on-line tests, the invigilation for external examinations and reading and writing for individual students. Previous experience is not necessary as training will be provided. You should be confident and have a good standard of education along with general administrative and computing expertise, including familiarity with the internet.

Applicants must have a keen eye for detail along with excellent organisational and communication skills. In addition, the ability to display a calm but authoritative presence is essential.

For this post, applicants should be able to demonstrate in their personal statement practical examples of how they fulfil the person specification.

Due to the nature of this post, you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who is suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by Friday 29th September 2017

It is anticipated that interviews will take place during week commencing 16th October 2017

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.



Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

POST REF:	5947
POST TITLE:	Examinations Invigilators
DEPARTMENT:	Data, Funding and compliance
GRADE:	£9 per hour
CONTRACT:	Casual, as and when required
LOCATION:	Any of the College's centres
RESPONSIBLE TO:	Team Leader - Exams

PRINCIPAL RESPONSIBILITIES:

Provide support to the examination process;

Oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions

MAIN DUTIES:

- 1.1. Provide a quality environment, upholding the integrity of all exams and report any queries or problems direct to the exams office.
- 1.2. Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- 1.3. Assist with the preparation and recording of seating plans.
- 2.1. Ensure that exam board rules and regulations are upheld.
- 2.2. Attend promptly for all examinations booked.
- 2.3. Collect paperwork from the Exams office to unlock online examinations in the assessment room ready for students to sit their exam.
- 2.4. Set out examination room with materials provided in accordance with strict procedures.
- 2.5. Assist students prior to the start of examinations by checking their identification, directing them to their seats and advising them about possessions permitted in examination venues.
- 2.6. Offering advice and guidance to unregistered candidates without allocated seats.
- 2.7. Check attendance during examinations, recording details of late arrivals and early leavers.
- 2.8. Provide support for students with additional needs, such as reading, scribing etc.
- 2.9. Ensure prompt start and finish time of examination.



- 2.10. Ensure there is no talking or disruption for the candidates once an examination has begun.
- 2.11. Observe students throughout examination, ensuring the integrity of the examination is maintained.
- 2.12. Invigilate during examinations, dealing with queries raised by students and examination irregularities in accordance with procedures and regulations.
- 2.13. Escort students from venues during examination as required and supervise students whilst outside examination venues, ensuring that they leave venues in an orderly and quiet manner.
- 2.14. Escort students on toilet breaks ensuring no unauthorised material is consulted and all examination regulations are observed at all times.
- 2.15. Collect and collate scripts at the conclusion of the examination and return to the exams office in accordance with strict procedures.
- 2.16. To attend any training sessions as and when required
- 2.17. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 2.18. To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- 2.19. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 2.20. Undertake such other duties as may be reasonably required.



Person Specification

Post Title: Post Ref: 5947 Examination Invigilators

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<p>Skills/Knowledge/Aptitude</p> <p>Able to command respect of a group of candidates</p> <p>Ability to cope under pressure in the event of a problem in the examination room.</p> <p>Reliable</p> <p>Possess organisational and time management skills</p> <p>Accuracy and attention to detail and commitment to compliance.</p> <p>Effective oral/written communication skills.</p> <p>Ability to liaise effectively with staff, learners and external agencies as required</p> <p>Prepared to work flexibly according to the needs of the service.</p> <p>Ability to work independently or within a team</p> <p>Respects confidential nature of work and maintains absolute confidentiality</p> <p>Ability to positively promote the College's Values and Acceptable Standards to staff and learners</p> <p>Ability to work in a pressurised environment with a flexible and proactive approach.</p>	<p>✓</p>	
<p>Qualifications and Training</p> <p>Literacy and Numeracy to at least level 2</p>	<p>✓</p>	
<p>Experience</p> <p>Experience of working in a learning environment.</p> <p>Previous experience as an invigilator</p>	<p>✓</p>	<p>✓</p>
<p>Specialist Knowledge</p> <p>An understanding of examination processes</p> <p>Knowledge of Further Education</p>	<p>✓</p>	<p>✓</p>



<p>Disposition To take responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold British Values, college values and responsibilities with regard to Equality and Diversity. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation Must be independently mobile across all college campuses and external training providers</p>	<p>✓ ✓ ✓ ✓</p>	
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