



## **JOB DESCRIPTION INVIGILATOR FOR SATURDAY TESTS AND EXAMINATIONS**

<b>Job Element</b>	<b>Detail</b>
<b>Job Title:</b>	Invigilator
<b>Reporting to:</b>	Examinations Officer & Head of Exams
<b>Working with:</b>	Examinations Department, students taking tests and exams.
<b>Start Date:</b>	September 2023
<b>Department/Locations:</b>	<p>Examinations Department Oxford International College 1 London Place and St. Clements Hall Oxford OX4 1BD</p> <p>Examinations Department Threeways House 28 – 38 George Street Oxford OX1 2BJ</p>
<b>Nature and Scope of the role:</b>	<ul style="list-style-type: none"><li>✓ To support the Examinations Officer with preparations for in-house testing (SCITS – Saturday tests) including liaising with other invigilators, photocopying the examinations and ensuring that they're at the correct venue.</li><li>✓ To support the Examinations Officer with the smooth running of Public Examinations.</li></ul>
<b>Main Purposes:</b>	<b>Examinations' tasks and responsibilities include (this list is not exhaustive):</b>

	<ul style="list-style-type: none"> <li>✓ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Oxford International College regulations and instructions.</li> <li>✓ To have a key role in upholding the integrity and security of the examination/assessment process.</li> <li>✓ To support the Examinations Department by:</li> <li>✓ Assisting in the running of the weekly SCIT examinations for each teaching building.</li> <li>✓ Assisting with public examinations in terms of preparing the examination rooms, setting out the papers for exams, keeping all papers locked away organising for the return of the papers to the examination board.</li> <li>✓ Assisting with public examinations in terms of helping students on the day of the examination by reminding them where to sit, what to hand-over before the examination, the timing of the exam, the rules around using the loos and what can be on the desk for each exam.</li> </ul>
<p><b>Main Duties:</b></p>	<p><b>Before exams</b></p> <ul style="list-style-type: none"> <li>✓ Report to and be briefed by the Exams Officer or Support Invigilator prior to each exam session.</li> <li>✓ Keep confidential exam question papers and materials secure before, during and after exams.</li> <li>✓ Ensure exam rooms are set up according to the requirements.</li> <li>✓ Admit candidates into exam rooms under formal exam conditions.</li> <li>✓ Identify candidates and seat candidates according to the required arrangements.</li> <li>✓ Distribute the correct question papers and exam materials to candidates.</li> <li>✓ Instruct candidates in the conduct of their exams.</li> <li>✓ Deal with candidate questions.</li> <li>✓ Start exams.</li> </ul> <p><b>During exams</b></p> <ul style="list-style-type: none"> <li>✓ Supervise and observe candidates at all times and be vigilant throughout exams.</li> <li>✓ Keep disruption in exam rooms to a minimum.</li> <li>✓ Deal with emergencies or irregularities effectively.</li> <li>✓ Record/report any incidents, disruption or irregularities.</li> <li>✓ Complete attendance registers</li> <li>✓ Deal with candidate questions according to the regulations.</li> </ul> <p><b>After exams</b></p> <ul style="list-style-type: none"> <li>✓ Instruct candidates in finishing their exams and collect exam scripts and exam materials.</li> <li>✓ Dismiss candidates from the exam room.</li> <li>✓ Check candidates' names on scripts, match the details on the attendance register.</li> <li>✓ Securely return all exam scripts and exam materials to the exams officer</li> </ul> <p><b>Other tasks</b></p> <ul style="list-style-type: none"> <li>✓ Undertake training, update and review sessions as required</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Undertake, where required and where able, other duties requested by the exams officer, for example <ul style="list-style-type: none"> <li>○ centre supervision of exam timetable clash candidates between exam sessions</li> <li>○ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)</li> <li>○ other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'</li> </ul> </li> </ul>
<p><b>Child Protection, Discipline, Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>✓ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>✓ To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.</li> <li>✓ To liaise with the designated Child Protection Manager (Mr Toby Blundell) if a concern arises.</li> <li>✓ To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.</li> </ul>
<p><b>Critical Success Factors</b></p>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>✓ reliable, punctual, flexible and readily available during SCIT and main exam periods;</li> <li>✓ well-organised, able to run the exams smoothly</li> <li>✓ an effective communicator with good interpersonal skills;</li> <li>✓ able and willing to work well as part of a team;</li> <li>✓ be a confident and reassuring presence to candidates in exam rooms;</li> <li>✓ be able to give instructions and manage situations involving different groups of people;</li> <li>✓ have basic IT skills (familiar with use of email, mobile phone messaging etc.);</li> <li>✓ attentive and observant;</li> <li>✓ able to create a welcoming and friendly environment whilst at the same time working efficiently.</li> </ul>
<p><b>General Requirements</b></p>	<ul style="list-style-type: none"> <li>✓ Experience of invigilation is NOT required as training in the role and duties of an invigilator will be provided;</li> <li>✓ invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them;</li> <li>✓ invigilators are required to confirm their availability in advance of main exam periods;</li> </ul>

	<ul style="list-style-type: none"> <li>✓ invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.</li> </ul>
<b>Guiding Principles</b>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> <li>✓ Our actions and words reflect integrity, positivity, respect &amp; compassion, and a strong sense of service to others.</li> <li>✓ We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.</li> <li>✓ The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.</li> </ul>
<b>Holiday</b>	Hourly pro-rata holiday accrual calculated based on hours worked.
<b>Hours of work</b>	<p>Usually 0815 – 1730 on Saturdays  Invigilators may be asked to arrive earlier or later if needed, for example setting up the Hall</p> <p>As and when required during public and Mock examination periods</p>
<b>Salary &amp; Benefits</b>	<p>£11.50 per hour</p> <p>Flexible role, invigilators can agree to shifts that fit around their availability.</p>
<p><i>The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.</i></p> <p><i>Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.</i></p>	