

HEALTH FUTURES UTC

JOB DESCRIPTION

Job Title:	Exam Invigilator
Salary:	£8.50 per hour
Accountable to:	Director of Operations
Reports to:	Exams Officer

Key Purpose:

To be responsible for the delivery and invigilation of all examinations within the UTC whilst abiding by JCQ rules and regulations to ensure that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

Key Roles and Responsibilities:

One invigilator will be nominated as lead invigilator for each session. It is their duty to ensure correct exam procedures are being followed. This will be on a rotation basis.

- To ensure no inappropriate items are brought into the examination room, such as mobile phones, MP3 players, iPods, revision notes, etc.
- To ensure that all candidates present, are seated in the appropriate order according to seating plans and ensuring all candidates are seated before opening the question papers
- To ensure that candidates do not talk once inside the examination room
- To take a correct attendance register
- To ensure all examination papers are distributed to the correct students
- To ensure all candidates are aware of the pre exam start information and of any erratum notice that may affect them
- To start/end examinations at the specified time and keep an accurate record of times
- To be aware of any needs that candidates may have during the examination
- To be responsible for the safety and security of all examination papers during examination sessions
- To be responsible for the supervision of all examination candidates whilst under examination conditions
- To use unobtrusive patrolling and remain vigilant throughout the whole of the examination session

- To report any malpractice, unacceptable behaviour and absence to the Examinations Officer
- To ensure ALL examination material is collected at the end of the examination session
- To ensure the safe delivery of ALL examination material to the examinations office
- To ensure that, in the event of any discrepancy or irregularity in the progress of an examination, a verbal report is given to the Examination Officer immediately and then followed up with a written report
- To be fully aware and understand the '*Instructions for the Conduct of Examinations*' following the training given
- To notify the Examination Officer should there be a breach of the '*Instructions for the Conduct of Examinations*'
- Be responsible for the welfare and safeguarding of students whilst maintaining confidentiality and sensitivity to a student's needs but have regard to the safeguarding procedures of the UTC

Wider Responsibilities:

- To comply with the requirements of Health & Safety, other relevant legislation and documentation and to understand and comply with the Equal Opportunities Policy
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- To be familiar with the UTC's fire procedure and evacuation process during an examination
- Invigilators can also be asked to work in a smaller room with a small group of students as well as the main examination room and can be asked to be a reader or scribe if felt necessary

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can arrive at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is essential that we abide by all exam regulations.