JOB DESCRIPTION

POST TITLE: Examination Invigilator

POST RESPONSIBLE TO: MIS/Examinations Officer

SALARY: £7.50 - £8.00 per hour (depending on experience)

HOURS OF WORK: Negotiable/flexible during examination periods

START DATE: May 2019

JOB PURPOSE

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

MAIN DUTIES

- One invigilator will be nominated as lead invigilator for each session. It is their duty to ensure correct exam procedures is 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 appropriate order according to seating plans where provided 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 keep an accurate record of seating plans;
- 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 MIS/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 MIS/Examination Officer immediately and then followed up with a written report;
- To be fully aware and understand the *'Instructions for the Conduct of Examinations'*;
- To notify the MIS/Examination Officer should there be a breach of the *'Instructions for the Conduct of Examinations'*;

- To comply with the requirements of Health & Safety, other relevant legislation and the academy documentation and to understand and comply with the academy's Equal Opportunities Policy;
- To be familiar with the academy's fire procedure and evacuation process during an examination;
- Invigilators can also be asked to work in a smaller room with a couple 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 walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

Person Specification for Examination Invigilator

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
EDUCATION AND TRAINING	
Good standard of literacy and numeracy	**E**
EXPERIENCE	
Significant experience of exam invigilation	E
Significant experience of working with young adults	E
Experience of working within an educational establishment	E
Experience of working in an environment where high levels of confidentiality are required	E
Relevant worked based professional experience	D
KNOWLEDGE AND SKILLS	
Ability to develop creative and effective solutions quickly in response to need	E
Ability to work to predetermined instructions and abide by strict guidelines	E
Ability to develop and maintain effective working relationships with all staff and students	E
Effective oral and written communication skills	E
Ability to communicate with candidate and members of staff clearly and accurately	E
Ability to work as park of team or alone as necessary	E
Ability to keep calm under pressure or during unexpected circumstances	E
Meticulous attention to detail	E
Ability to provide a confident and reassuring presence to candidates before, during and after the exams	E
Excellent time-keeping skills	E
Awareness of data-protection issues	D
PERSONAL ATTRIBUTES	
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
A commitment to safeguarding to learners within the academy	E
Flexibility	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

"*We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important"*

Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers is a University Technical College, for 14 - 19 year old learners, which opened in September 2014. Formed between a partnership of the University of Warwick (led by Warwick Manufacturing Group - WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid and Prodrive, who are committed to providing a better way of learning for the engineers of the future.

The WMG Academy's focus is on engineering and digital and information communication technologies. It caters for 640 students of 14 - 19 years from Coventry, Warwickshire and Solihull. The WMG Academy initiates and supports the development of well-educated and industry trained students who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the world of work and/or further and higher education.

Our vision

We will ensure that our students have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the students will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce students with a professional ethos and culture that is in high demand in today's working world.

The focus of the curriculum is a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers provide mentors to help our students get a full understanding of life in engineering. This 'better way of learning' means that education will be exciting for our students. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single student.

Team working will be the norm and students will work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.