

**Job Description**

**Post: Exams Invigilator**

**Salary/Grade Scale 3 / £13.12 per hour**

**Responsible to:** Examinations Manager

**Working Time:** Casual - as requested by the Exams Manager

 Usually within the range 8.00am – 5.30pm

 Must be available 3 full days or 5 mornings/afternoons per week during exam periods

**Main Examination Sessions:** Examinations take place during certain weeks from November to April (inclusive), and then weekly during May and June (excluding college holidays)

 Exam weeks will be notified in advance at the start of the academic year

**Events:** Paid Invigilator Training Day – annually

 Additional training on an adhoc basis – also paid

**Main Purpose of the post:**

* To be part of a team of invigilators to ensure the smooth running of ASFC examinations.
* To ensure the fair and proper conduct of examinations, at all times operating under the regulations laid down by the relevant authorities.
* To perform the relevant administrative tasks before, during and after the examination with accuracy and in accordance with the regulations.
* To work under the guidance of the Examinations Manager, the Examinations Administration team and more experienced Key Invigilators as relevant.
* On occasions, to act as the sole invigilator in a venue.
* When/if suitably trained, to act as the Key invigilator in a venue when required.
* To process online pay claims via ASFC online Payroll system. (Not difficult - training provided)

**General duties and responsibilities:**

* Attend an annual training session, including completion of some online training modules.
* Have working knowledge of the relevant exam regulations and the routines and procedures in operation at ASFC. Perform all duties in accordance with the regulations.
* Perform duties as requested by the Key Invigilator to ensure that the venue is exam-ready.
* Ensure candidates are admitted in accordance with the regulations and that they receive any help and support they may need prior to the start of the exam, including PC set up.
* Once the exam has started, pay full attention to the tasks of invigilation, circulating around the venue at regular intervals. Be vigilant, looking out for instances of potential malpractice and candidate well-being. Report any to the Key Invigilator.
* Assist at the end of exams with the collection of exam scripts, unused stationery and question papers.
* Help with the dismissal of candidates - ensuring they leave the venue in silence and in an orderly manner.
* Ensure that the correct examination conditions are maintained for any extra time candidates.
* Assist with post-exam administration as requested by the Key Invigilator.
* If required, act as a runner between venues – delivering/collecting examination materials or candidates.
* Act as a supervisor for candidates if required.
* Maintain absolute confidentiality in all matters relating to the circumstances of candidates.
* Any additional tasks, as deemed appropriate to the level of work, and as requested by the Examinations Manager / Examination Administrators/ Key Invigilator.

**Summary of additional Key Invigilation duties and responsibilities (where relevant):**

* Collect the secure materials from Exams Office and transport them to the relevant exam venue.
* Take charge of the set-up of the assigned examination venue so that it is ready for the arrival of candidates. Utilise and complete provided checklist.
* Read the correct scripted Announcements before the start of each examination, including any Erratum Notices. Write up the start and end times of each examination in the venue and adjust if required.
* Monitor the late attendees, checking registers and liaising with Examinations Administrators.
* Supervise and monitor the other invigilators and provide advice as necessary as the exam progresses.
* Call the Examinations Manager / Examinations Administration team promptly over any serious issues during each session. Report other, more minor, issues at the end of a session.
* Stop each exam at the appropriate finish time and ensure all scripts, unused stationery and question papers are collected from the candidates.
* Ensure that all final checks are carried out before leaving the venue. Use provided checklists.
* Ensure all secure materials are returned directly to the Examinations Office.