

# South Dartmoor Community College

## Job Description



**Job Title:** Casual Examinations Invigilator  
**Location:** Across the Trust based at South Dartmoor Community College  
**Grade:** NJC Grade B, Scale point 3-4 (£24,027 to £24,404 pro-rata)  
**Actual** NJC Grade B, Scale point 4 (£12.65 per hour, plus 12.07% holiday pay)  
**Reports to:** Examinations Officer

### Hours of work:

By negotiation, to cover examination sessions throughout the year. Ability to work at least three days a week during the peak times in May and June. Full day, morning (start 8.30 am) and afternoon sessions are offered.

### Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible;
- have effective communication skills;
- be confident and a reassuring presence to candidates in examination rooms;
- be confident to supervise an examination room after full training.

### Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Dartmoor Community College and the Atrium instructions.
2. To play a key role in upholding the integrity of the examination/assessment process.

### Before examinations

- To report to and be briefed by the examinations officer prior to each exam session.
- To keep confidential examination papers and materials secure before, during and after examinations.
- To ensure examination rooms are set out according to the instructions.
- To admit candidates into examination rooms.
- To identify, seat, and instruct candidates in the conduct of their examinations.
- To distribute the correct examination papers and materials to candidates.
- To deal with candidate queries.
- To start examinations.

### During exams

- To supervise and observe candidates at all times and be vigilant throughout examinations.
- To keep disruption in examination rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruptions or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

### After examinations

- To instruct candidates in finishing their examination and to collect examination scripts and examination materials.
- To dismiss candidates from the examination room.

- To check candidates' names on scripts, match the details on the attendance register.
- To securely return all exam scripts and examination materials to the examinations officer.

### **Other**

- To attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the examinations officer, for example:
  - supervision of examination timetable clash candidates between examination sessions;
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided);
  - other examinations related administrative tasks.

### **Safeguarding Children**

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead.

### **Equal Opportunities**

The Trust has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

### **Fire, Health and Safety**

The Trust is committed to healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

**A DBS check is required for this post.**

Job Description produced by WeST HR Business Partner, January 2025

