

Invigilator

Department: Children, Young People, Education and Skills

Division: Examinations Department, Highlands College

Reports to: Examinations Manager

JE Ref: CYP1212

Grade: CS4

JE Date: 11/04/2024

Job purpose

Invigilate examinations and controlled assessments under the direction of the Examinations Manager and Examinations Supervisor to uphold the integrity of the processes in full accordance with exam board and Highlands College requirements.

Job specific outcomes

Support the examinations function at Highlands College by supervising learners undertaking examinations or controlled assessments in a professional and unobtrusive manner.

Ensure strict adherence to exam board regulations and Highlands College requirements.

Attend in-house invigilator training sessions at least once per year to maintain an understanding of current regulations and any changes and undertake specific exam board training as required to fulfil the demands of the role.

Assist with preparation ahead of exams to include ensuring correct layout of exam rooms and that appropriate question papers, equipment and materials are available.

Ensure the security of the examination materials before, during and after the examination to ensure we adhere to JCQ regulations.

Ensure that all candidates have an equal opportunity to demonstrate their abilities.

Guide students to their seats, check photographic ID, answer any candidate questions and provide guidance about correct examination procedures.

Prevent possible candidate malpractice and inform the Exams Manager or Head of Centre if they are suspicious of the security of the examination papers or if they are aware of any potential malpractice.

Prepare signed records of the seating plan, the invigilation arrangements and an invigilator's report, and complete the attendance register for each examination or assessment.

Support to other invigilators throughout the exams process.

Any other reasonable duty required in line with the level of accountability for this post.

This position is crucial to the smooth running of the exams department to ensure that all examination boards' rules and regulations are complied with and Highlands College maintains its status as a certified exam centre for the Channel Islands.

NB: For online exams for which the invigilator manages the process of logging students in to the awarding organisation portal and saving or printing their results, the invigilator will be paid at a higher rate to reflect the higher levels of training, skills and responsibility required.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A good standard of education to GCSE standard or equivalent.</p>	<p>Maths and English Grade C/5 or above at GCSE level.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>The ability to acquire, assimilate and gain a solid working knowledge of the rules and regulations of JCQ and other exam boards for invigilators.</p> <p>The ability to acquire good knowledge of routine work procedures.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills, with the ability to deal with candidates that may be nervous or emotional.</p> <p>Good written and excellent communication skills, with the ability to communicate effectively to a range of stakeholders.</p> <p>Calm and positive attitude.</p> <p>Must be able to work in a team.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience working in a customer facing environment.</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.