

<b>Group Member:</b>		Keighley College	
<b>Job Title:</b>		Examination Invigilator	
<b>Reports to:</b>		Exams Co-ordinator	
<b>Job Grade</b>	RLW	<b>Department</b>	Keighley Central Service

### CORE RESPONSIBILITIES:

1. To conduct the invigilation of examinations in accordance with the instructions of the College and Examination Boards.
2. To log candidates on to computers and print out answers as appropriate to the guidelines set out for each Exam Board's online and computer based exams.
3. To collect examination papers and associated documentation and stationery from the exams office prior to the exam.
4. Ensure candidates are sat correctly, checking ID cards and taking an attendance register.
5. Ensure a calm environment to ensure candidates have the best opportunity to succeed.
6. Ensure regulations are announced prior to the exam and be vigilant in their adherence.
7. Refer any suspicion of malpractice to the exams office immediately.
8. Ensure all scripts are collected and checked against the attendance register at the end of each examination.
9. Ensure scripts are never left unattended and return them to the exams office together with any associated documentation and stationery.
10. Provide oral and written reports in the case of any issues arising during the examination.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Examination Invigilator
<b>Department</b>	Keighley Central Service

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of working in an education environment is an advantage	A / I
E	EK2. Supervisory experience	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good IT skills	A
E	SC2. Accuracy and attention to detail	A
E	SC3. A flexible approach to work	A
E	SC4. Ability to work as part of a team or alone as necessary	A
E	SC5. Effective oral and written communication skills	A / I
E	SC6. Ability to work to predetermined instructions	A
E	SC7. Ability to relate to candidates yet maintain an air of authority	I
E	SC8. Reliability and punctuality	A / I
E	SC9. Ability to keep calm under pressure or during unexpected circumstances	I
E	SC10. Ability to judge when a decision is not yours to make	I
E	SC11. Common sense and initiative	I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I