

Job Description

Role Title:	Bank Exam Invigilator
Normal Place of Work:	Both Weymouth and Kingston Maurward Campuses
Line Manager:	Exams Manager

Main purpose of role

Responsible for invigilating paper and online examinations to ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

What will the job entail?

- To ensure that examinations are conducted according to the Joint Council for Qualification (JCQ) regulations.
- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination materials before, during and after the examination.
- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Prevent possible candidate malpractice and administrative failures.
- Confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.
- Admit candidates into exam rooms under formal examination conditions.
- Give full attention to conducting the examinations properly.

- Identify candidates and seat candidates according to the seating plan.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Start exams and accurately complete attendance registers.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Deal with candidate questions according to the regulations.
- Instruct candidates in finishing their examinations and collect examination scripts and materials as instructed.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all examination scripts, question papers and materials to the exams officer.
- Undertake training, update and review sessions as required.
- Undertake, where required and where able, other duties requested by the exams officer.

All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
Good standard of GCSE grades 4-9 / A*-C (or equivalent) inclusive of English and maths.	Y	
Knowledge and Experience	Essential	Desirable
Experience and confidence in working with students.	Y	
Previous invigilation experience		Y
Strong knowledge of the JCQ regulations		Y
Skills and Abilities	Essential	Desirable
Ability to follow strict instructions	Y	
Have effective communication skills	Y	
Good IT skills	Y	
Excellent organisational skills	Y	
Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations	Y	
Able to give instructions and manage situations involving different groups of students		Y
Personal Qualities	Essential	Desirable
Reliable, flexible and readily available during main examination periods	Y	
Work well as part of a team	Y	
Calm and pleasant manner	Y	
Have a polite, friendly and flexible approach to work	Y	
Other	Essential	Desirable
Full UK Driving Licence with Business Insurance	Y	