



## Exam Invigilator

Salary / grade range	£ 13.74 per hour
Location	Connell Co-op College, 301 Alan Turing Way, Manchester M11 3BS
Reports to	Examinations Officer

### Purpose of role:

Oversee and supervise internal/external examinations and assessments on an adhoc basis. Ensure that the academy complies with all necessary exam board regulations.

### Key accountabilities (and specific duties / responsibilities):

- Assist in the setting up of the examination room, equipment and candidate resources
- Ensure all candidates receive appropriate exam question and answer papers
- Be aware of any needs a candidate may have during an exam
- Consult the Examinations Officer with any candidate issues
- Ensure no inappropriate items are brought into the exam room
- Ensure candidates are aware they are under exam conditions throughout the exam session.
- Record the start and finish times of the exam, ensuring efficient time keeping is maintained
- Complete the attendance register
- Supervise candidates within the exam room and any candidate who may need to leave the room during the session
- Ensure answer scripts are collected in candidate number order, not left unattended and are returned to the Exams Officer
- Attend training/refresher or review sessions as required
- Assist in other duties as may reasonably be requested by the academy from time to time
- To be able to work flexibly throughout the year, particularly at peak examination periods
- To be available at short notice, as and when he demand arises



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	E	A & I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Prior experience would be advantageous however training will be provided</li> </ul>	D	I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Verbal and written communication skills</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to students and adults</li> <li>• Methodical with good attention to detail</li> <li>• Ability to convey instruction in a confident manner</li> <li>• Be aware of and comply with the policies and procedures relating to safeguarding, Health &amp; Safety and the welfare of candidates</li> </ul>	E E E E E E	A & I A & I A & I A & I I A & I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Flexible approach</li> <li>• Excellent time keeping</li> <li>• Professional approach</li> <li>• Takes responsibility and accountability</li> </ul>	E E E E	A & I A & I A & I A & I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.