

LEEDS COLLEGE OF BUILDING

PERSONNEL SPECIFICATION

POST: INVIGILATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience of working with adults and young people.	Experience of working in a similar environment. Experience of working in an educational establishment. Supervisory experience. Invigilation experience.	Application form
EDUCATION & TRAINING	5 GCSE's A-C grade (including English) or an equivalent NVQ 2 qualification or willingness to achieve		Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent IT skills Excellent Communication and Interpersonal Skills Excellent Organisational Skills Accuracy and attention to detail	Knowledge of examination procedures	Interview
ADDITIONAL FACTORS	Ability to work on own initiative and within time constraints. Commitment to Customer Care Commitment to Equality & Diversity Policy Flexible and reliable. Ability to use own car or other transport Ability to work across different sites during the day and/or evening		Interview

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JOB DESCRIPTION

POST: INVIGILATOR

RESPONSIBLE TO: Exams Manager

RESPONSIBLE FOR:-

Main purpose of post:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, whilst closely following and enforcing exam procedures and regulations.

Responsibilities:

- 1 To ensure that all examination procedures are adhered to and carried out in a professional manner.
- 2 Ensure examinations are run in conjunction with the relevant board's regulations, ensuring all appropriate documentation is completed.
- 3 Collect and take full responsibility for examination papers, documents and laptops relating to both online testing and paper based examinations.
- 4 To take full responsibility for the running of evening examinations in the absence of the examination team. This includes both the running of the examination and the security of the examination.
- 5 Set up examination venues by logging on PC, laying out stationery, equipment and examination papers as required in accordance with strict procedures; Unlock online examinations
- 6 Log on each candidate and load their relevant examination.
- 7 Ensure all students are identified prior to been allocated a seat.
- 8 Timekeeper for examinations when appropriate.
- 9 Ensure all online examinations are terminated correctly and PCs logged off.
- 10 Print off examinations results for online tests.
- 11 Return all documents and papers to appropriate college staff. Ensuring all scripts are in candidate number order if appropriate.
- 12 To be aware of and abide by the College health and safety procedures and associated polices and safety of students.
- 13 To proactively implement the College's policies and procedures.

14 To undertake any other relevant duties as may be requested by the Principal.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Date: November 2008	Signature:
Issue: 6	Ref: Jobdesc/Invigilator