

## Kent County Council

Job Description: *Exam Invigilator*

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<b>Directorate:</b>	Children, Young People and Education
<b>Unit/Section:</b>	Community Learning and Skills (CLS)
<b>Grade:</b>	KSA
<b>Responsible to:</b>	Examination and Learner Experience County Manager

### **Purpose of the Job:**

To invigilate CLS exams, ensuring strict adherence to the requirements and regulations set by CLS, JCQ, and the awarding organisations. The role is pivotal in maintaining the integrity and smooth operation of the examination process.

### **Main duties and responsibilities:**

- **Create a Supportive Exam Environment:** Establish and maintain a calm and conducive atmosphere during exams to provide candidates with the best possible opportunity for success.
- **Candidate Organisation:** Assist in the efficient organisation of candidates at the start and end of each exam. This includes verifying the correct identification of all candidates, informing them of exam conditions, and ensuring they are seated appropriately.
- **Material Distribution:** Open and distribute exam papers and other authorised materials, ensuring that each candidate receives the correct papers. Record the start and finish times of exams, ensuring that efficient timekeeping is maintained throughout.
- **Provision of Information and Materials:** Ensure that all necessary information and materials are provided to candidates for the successful completion of their exams.
- **Adherence to Guidelines:** Ensure that the conduct of the exam strictly follows the guidelines set by CLS, JCQ, and the awarding organisations.
- **Supervision of Candidates:** Supervise candidates in a quiet and unobtrusive manner, distributing additional paper and equipment as required, and ensuring minimal disruption.

- **Monitoring Compliance:** Monitor candidates throughout the exam to ensure compliance with examination rules and regulations. Address any noncompliance promptly and appropriately.
- **Reporting Discrepancies:** Report any discrepancies or irregularities in the exam process directly to the examination officer, ensuring that any issues are documented and addressed.
- **Handling Issues and Disruptions:** Address any issues or disruptions that occur during an examination in a timely and professional manner, ensuring minimal impact on the candidates.
- **Post-Exam Procedures:** Ensure that answer booklets are completed correctly at the end of exams, with question numbers entered appropriately on the relevant documentation. Collect and organise exam papers and materials in accordance with CLS, JCQ, and awarding organisation requirements, ensuring that scripts are never left unattended and are safely delivered to the Exams office.
- **Training and Standardisation:** Participate in training and standardisation meetings as required to stay updated with the latest examination procedures and regulations.
- **Comply with and / or operate** within:
  - Health and Safety procedures
  - As appropriate act as a 'buddy' to colleagues if required to support personal Health and Safety
  - Operate and understand Safeguarding requirements
  - Equality & Diversity requirements
  - CLS Quality standards and other requirements
  - Actively promote the Prevent Agenda, British Values, Equality and Fairness in all work areas and activities including KCC behaviours and guidelines.
  - Data protection and Informational Governance (General Data Protection Regulations).

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Exam Invigilator*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 or equivalent English or be willing to attend suitable courses to attain this within 2 years of being recruited to the role</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Managing/directing large groups of people.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>A good command of written and spoken English</li> <li>Sound oral and written communication skills.</li> <li>Be able to focus and maintain concentration for long periods</li> <li>A team player, with the ability to work independently.</li> <li>Organized, structured and willing to seek help if necessary</li> <li>Able to interpret information and instructions</li> <li>Able to work under pressure</li> <li>Adaptable and flexible</li> <li>Caring and understanding</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>A thorough working knowledge of exam procedures (which will be provided before your first session).</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

