

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Invigilator

## **College/Department**

The Registry

## **Location**

Buxton/Leek

## **Job Reference Number**

0047-23-R

## **Salary**

£11.44 per hour

## **Reports To**

FE College Examinations Team Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

As an exam invigilator, you will be required to monitor and facilitate all external and some internal examinations, whilst adhering to regulations and procedures set out by the Joint Council for Qualifications (JCQ) and other awarding bodies.

## **Principal Accountabilities**

1. To work as part of the Examinations Team to assist in the smooth running of the college’s external examinations, both online and paper-based.
2. To ensure the appropriate preparation of the examination room, ensuring the relevant JCQ and/or awarding body notices are displayed, and appropriate regulations are adhered to.
3. To admit the candidates to the exam room in a controlled and appropriate manner, check ID and complete attendance lists and seating plans.
4. To ensure that only items authorised for the exam are in the candidate’s possession from point of entry to the exam room, ensuring that bags and other personal items are securely stored away from the candidates.
5. To distribute question papers, answer booklets and associated materials at the beginning of the exam, and during exams as required.
6. To administer online tests in line with appropriate regulations, basic preparation of IT equipment and ensuring smooth running of exams.
7. To ensure that any access arrangements, as directed by the Examinations Team, are in place, and to provide support where necessary.
8. To ensure that any disturbances or breaches of regulations are dealt with appropriately and reported to the Examinations Team.
9. To collect all scripts, question papers and associated materials following the end of the examination, and ensuring all posters, clocks etc. are removed and returned to the exams office.
10. To be aware of health and safety procedures and requirements in the event of an emergency.
11. To be aware of student safeguarding procedures.
12. To undertake any other duties appropriate to the position, as directed by the Examinations Team.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Maths and English GCSE or equivalent experience

#### **Experience**

* Experience of working with young people

#### **Skills, knowledge & abilities**

* Basic computer skills
* Basic administration, organisational and communication skills
* Accuracy and attention to detail
* Flexible approach to work
* Ability to work under pressure, as part of a team or independently
* Reliable and punctual
* Ability to work to predetermined instructions

### **Desirable Criteria**

#### **Skills, knowledge and abilities**

* Knowledge of examination procedures.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# **Our People**

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.