



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A013a
Job Title	Exams Invigilator
Salary	£15.98 per hour
Contract Type	Various hours (On claim)
Campus	Gloucester/Cinderford/ Cheltenham
Department	Student Programmes Office – Exams
Reporting To	Exams Manager
Holiday	On claim
Pension	People Pension

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting an Exams Invigilator to join our Exams team based at Gloucestershire College.

The purpose of this role is to ensure that examinations are conducted according to the regulations that govern the security and integrity of examinations. Contributing to a high-quality Exams service by facilitating an examination experience that gives all candidates an equal opportunity to demonstrate their abilities.

About the Role – Duties and Responsibilities

Be part of a team of invigilation staff providing an exams experience to all customers that is conducted in accordance with the Joint Council for Qualifications (JCQ), awarding body and Gloucestershire College regulations and instructions including:

- To have a key role in upholding the integrity and security of the external examination/assessment process.
- Take responsibility for actively administering best exams invigilation practice to prevent possible administrative failures or candidate malpractice
- Report to and be briefed by the Exams Team prior to each exam session, understand the delivery of the assessment and how to optimise the exams experience for candidates
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Follow regulations so that candidates are admitted, instructed in the conduct for their exams and dismissed under formal examination conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates



- Instruct candidates clearly so that exams are started in a timely manner and ended promptly at the exam end time.
- Give full attention to conducting the examinations properly, supervising and observing candidates at all times and be vigilant throughout examinations
- Deal with candidate questions effectively and efficiently according to the regulations
- Deal with emergencies or irregularities effectively, minimising any disruptions to candidates by recording/reporting any incidents, disruption or irregularities
- Accurately record and complete all relevant examination documentation including digital and paper attendance registers, supervision reports, examination logs etc
- Collect examination scripts and materials and check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the Exams Office.
- Undertake training, update and review sessions as required to achieve competence in the role and a rigorous understanding of JCQ, awarding body and College regulations
- Centre supervision of examination timetable clash candidates between examination sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe, prompt etc. (full training will be provided)
- Responsible for ensuring personal compliance with Data Protection policy and legislations
- Undertake, where required and where able, other exams-related administrative tasks

About You

Our Shortlisting Criteria

Essential	– Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
Desirable	– Experience of working in an Exams or Data Management office. – Knowledge of JCQ and other Awarding Body requirements and standards – Experience within the FE/HE sector or education sector

The Perfect Person for us will demonstrate

Abilities	– Able to make decisions under pressure in emergency situations – Excellent communication skills - ability to communicate with a diverse range of people – Excellent telephone manner – Capable of working with minimum supervision – Able to work to high standards and stay calm under pressure – Willing and able to deal with difficult customers – Able to organise time – effectively with a varied workload.
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	– Ability to work accurately (attention_to_detail)
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.

Shape Futures
Join Our Team.



Gloucestershire
Professional Services Ltd



Gloucestershire College

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