



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Examination Invigilator (casual work)		
<b>Department:</b>	Education	<b>Section:</b>	Education Department
<b>Reports to:</b>	Examinations Officer		
<b>Grade:</b>	Casual rate £21.45/hour	<b>Job Code:</b>	TBC

## Job Purpose

To provide support to exam team to ensure security and integrity of exams processes. Give our exams' candidates highest level of customer care, and abide by the rules and regulations set by each examining body.

## Main Accountabilities:

- Ensure you read the policies and procedures for the examining body prior to the commencement of the examination.
- Be punctual before examinations to ensure they start on time. Test equipment if necessary and check that the correct amount of equipment is available for the people sitting examinations
- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures and prepare room according to seating plans.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues; prepare equipment for the examination and the room to ensure it meets the requirements of the examining body.
- Offer advice and guidance to unregistered candidates without allocated seats;
- Remove from candidates, books, papers, electronic equipment or any other item not permitted in the examination room and oversee the safe storage of those belongings.
- Ensure the examination is undertaken following the procedures set out by the awarding body.
- Ensure candidates do not talk once inside the examination venue;
- Check attendance during examinations;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- Provide reports or evidence of any inappropriate behaviour in an examination and ensure this is handled correctly and promptly to meet the examination awarding bodies guidelines.
- Record details early leavers and collecting their scripts;
- Escort candidates from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue
- Collecting and collating scripts at the end of the examination in accordance with strict procedures;



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<b>Main Accountabilities: Continue</b>	
<ul style="list-style-type: none"><li>• Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.</li><li>• Undertake any training necessary to be able to invigilate the examination.</li></ul> <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	
<b>Additional Information:</b>	
<p>This post requires individuals to follow strict guidelines. Failure to follow these guidelines can result in the awarding body removing the Falkland Islands from their list of registered centres and candidates' scripts not being marked.</p>	
<b>Criminal Record Checks – This post is regarded as a sensitive post</b>	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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<b>Person Specification:</b>	Examination Invigilator (casual work)		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications/Professional Membership:</b>			
GCSE grade 4 or above in English (or equivalent)	✓		A/O
Capacity to successfully undertake relevant training	✓		I
Invigilator training for the various awarding bodies		✓	A/O
<b>Knowledge, Skills and Experience:</b>			
A minimum of 5 years' administrative experience	✓		I
A high degree of confidence, self-reliance and the ability to work autonomously	✓		I
Demonstrate a high standard of discipline during the examination	✓		I/R
Excellent interpersonal skills	✓		I/R
Excellent organisational skills	✓		I/R
Proven ability to write and deliver reports to deadlines	✓		I/R
Excellent computer literacy skills		✓	I
Understanding of how examinations are conducted		✓	I
Current knowledge and understanding of good Health and Safety practices and procedures.		✓	I/R
<b>Personal Attributes:</b>			
Positive, approachable, committed, enthusiastic and independent	✓		I
Clear, confident and articulate	✓		I
Inspires trust and confidence	✓		A/I
Clear ability and evidence of working effectively as a member of a team	✓		A/I/R
Willingness to work outside normal working hours, weekends and public holidays.	✓		A/I
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

## Method of assessment:

A - Application Form    I - Selection Interview    R - Reference