



## **INVIGILATORS AND SENIOR INVIGILATORS**

**Fixed term, Part-time vacancies available throughout the year during exam periods (November, February, April – June).**

**Flexible hours per week according to your availability.**

At BHASVIC we have a wonderful, collaborative working environment. We are one of the top-performing colleges in the country, situated in the cosmopolitan seaside city of Brighton and Hove. As a successful and thriving Sixth Form College with around 3,500 students and 350 staff, we offer a good working environment and a busy yet informal atmosphere. Whatever the varying roles of staff, we all work towards the College's aim of bringing out the best in our students by providing a high-quality learning experience in a supportive and stimulating environment.

We are seeking to appoint Invigilators and Senior Invigilators to join our pool of Invigilators at the College. You will invigilate external examinations, and internal Summer Exams helping to ensure the exams process is conducted in a fair and secure manner. It is a busy environment, and exams can be a stressful for our students, so this role will suit people who are calm and approachable, with a good sense of humour.

Senior Invigilators will, in addition to the above, also play a key role in upholding the integrity of the examination/assessment process such as running the exam rooms, directing and supporting other invigilators and taking lead for all elements of the examination, in liaison and with support from the Exams team. Senior Invigilators must be confident in dealing with unexpected circumstances in line with regulations whilst keeping students calm.

You can find the job description and job specification for both roles below.

There will be opportunities for you to undertake individual training and development, which is encouraged through the college induction and staff development programmes.



## **Pay and Safeguarding**

The Exams team will contact you to check availability and you will be contracted for a number of hours per week during the Exam periods.

## **The current salary**

- **£12.04 per hour as Invigilator plus holiday pay.**
- **£12.70 per hour as a Senior Invigilator plus holiday pay.**

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## **HOW TO APPLY**

**To apply for this role please submit your CV on BHASVIC website, [working for us](#)**

If you have any questions, please do not hesitate to contact the HR department on the following email address [recruitment@bhasvic.ac.uk](mailto:recruitment@bhasvic.ac.uk)

**The is no formal deadline for receipt of CVs and you will be invited for interview should you be shortlisted.**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.



## **JOB DESCRIPTION**

### **Post title: Invigilator**

### **Reports to: Exams Manager/Senior Invigilator**

#### **Before exams**

- Assist and take instruction from Senior Invigilator/s in exam rooms.
- Ensure exam security before, during and after the exam.
- Assist with “second pair of eyes checks” of exam papers.
- To assist with the distribution of question papers and appropriate stationery for each exam in accordance with the seating plans, ensuring students are provided with the correct paper.
- Admit candidates in an orderly fashion, check student ID and assist with the collection and secure storage of items not allowed in the exam room.
- Assist in checking and recording the presence of each candidate against the seating plans to ensure they are in the correct seat and that any absences are promptly reported.
- Assist students with basic use of IT including electronic reader and word processor software.

#### **During exams**

- Assist in ensuring that all regulations are adhered to including those of JCQ, awarding bodies and BHASVIC.
- Constant and vigilant supervision of candidates during the examination, dealing with candidate questions according to the regulations.
- Keep disruption in exam rooms to a minimum and deal with emergencies, irregularities / suspected malpractice or disruptions effectively. Recording and reporting all instances of these to the Senior Invigilator and Exams office.
- To accompany candidates under exam conditions to the designated assembly point in the event of an emergency evacuation of the college.

#### **After exams**

- Assist in collecting papers after each exam, ensuring that answer papers are put in candidate order. Help prevent administrative failures.
- Assist with ensuring that candidates leave at the end of the exam in a quiet and orderly fashion.
- Assist in returning papers, stationery and equipment to the Exams office and ensuring the room is left in a tidy condition.
- Be flexible regarding working hours in order to cover candidates who are allowed extra time.

#### **Other**



- To attend meetings, training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - Supervision of exam timetable clash candidates between exam sessions
  - Other exams-related administrative tasks
  - Complete awarding body registers, ensuring student details on the scripts match.

## **JOB DESCRIPTION**

### **Post title: Senior Invigilator**

#### **Reports to: Exams Manager/Senior Invigilator**

#### **As a Senior Invigilator you will have the same duties as an Invigilator (see previous job description) and in addition you will be responsible for the following:**

##### **Before exams**

- Undertake “second pair of eyes checks” of exam papers, ensuring that the correct papers are available for the session.
- Manage the distribution of question papers and appropriate stationery for each exam in accordance with the seating plans, ensuring students are provided with the correct paper.
- Manage the admission of candidates into the examination room ensuring this is orderly, IDs checked and all items which are not allowed in the exam room are collected and stored securely.
- Manage the checking and recording candidates against the seating plans to ensure they are in the correct seat, report absences promptly to the exams office.
- Instruct students in the conduct of their exams

##### **During exams**

- Ensure that all regulations are adhered to including those of JCQ, awarding bodies and BHASVIC.
- Support invigilators to keep disruption in exam rooms to a minimum and deal with emergencies, irregularities / suspected malpractice or disruptions effectively. Recording and reporting all instances of these to the Exams office.
- Manage invigilators in the event of emergency evacuation so that all candidates are accompanied under exam conditions to the designated assembly point.

##### **• After exams**

- Manage the collection of papers after each exam, ensuring that answer papers are put in candidate order. Help prevent administrative failures.



# BHASVIC

- Manage invigilators to ensure that candidates leave at the end of the exam in a quiet and orderly fashion.
- Ensure papers, stationery and equipment is returned to the Exams office and the room is left in a tidy condition.



## PERSON SPECIFICATION

**We are looking for someone who can show evidence of the following skills, experience and attributes. Please note that as a Senior Invigilator you are expected to have the skills and experience as an Invigilator in addition to those of the Senior Invigilator.**

### Essential Criteria

1. Accuracy and attention to detail.
2. Ability to relate to candidates yet maintain an air of authority. Ability to be firm but fair at all times.
3. Ability to communicate with candidates and members of staff clearly and accurately. Effective oral and written communication skills.
4. Ability to work to predetermined instructions.
5. Ability to maintain confidentiality.
6. Ability to work as part of a team or alone as necessary.
7. Reliability and punctuality.
8. Ability to keep calm under pressure or during unexpected circumstances.
9. Ability to act on own initiative, dealing with any unexpected problems that arise but also able to judge when a decision is not theirs to make.
10. Ability to be firm but fair at all times.
11. Applicants must be ICT literate.
12. Willingness to undertake training.
13. Ability to work within and apply all College policies e.g. Health & Safety, Equal Opportunities, Safeguarding etc.

### Desirable criteria

14. Experience of working in an educational environment.
15. An understanding of the significance of the exams process.
16. A knowledge of the 'Instructions for the Conduct of Examinations' produced annually.
17. A knowledge of the roles of the JCQ and Awarding Bodies.

### **Additional criteria (for Senior Invigilator)**

1. Previous experience of invigilating examinations in a college or school environment
2. Ability to manage other invigilator(s)
3. Ability to convey important exam related information to students (including to large numbers of students in a room).