

# **Job Title: Access Arrangements Invigilator**

**Role Profile: Casual Access Arrangements Invigilator**

**Salary: £13.00 per hour (inclusive of Crawley Weighting & Holiday Pay)**

**Accountable to: Examinations Officer / Senior Examinations Invigilator**

**The role is offered on a casual basis to meet the requirements of the examinations period within the college.**

## **Purpose**

To implement examination procedures and ensure the proper conduct of Access Arrangements examination candidates within Ifield Community College.

## **Key Responsibilities**

The specific accountabilities of this role may alter from time to time in order to meet the needs of the college, but accountabilities will include (or be equivalent in nature to) those listed below:

- Read and/or scribe for candidates with Access Arrangements
- Assist in the preparation of the examination room as instructed by the Examinations Officer/Senior Examinations Invigilator
- Assist in organising candidates on arrival for their examination
- Hand out appropriate question papers and materials to candidates, ensuring they have the correct information to undertake the examination
- Ensure candidates do not talk once inside the examination room
- Record details of late arrivals and early leavers
- Deal with any queries raised by candidates during the examination
- Remain vigilant throughout the examination
- Supervise candidates leaving the examination room during the exam, ensuring they do not have access to any materials that would assist them in answering examination questions
- Note any irregularities during the examination in accordance with JCQ requirements and report these to the Senior Examination Invigilator
- Assist in the collection of scripts at the end of the examination
- Assist Examinations Officer/Senior Examinations Invigilator with other examination processes as required.

## Role Demands

This role may require the ability to circumnavigate the examination room, ensuring no candidate has forbidden items in their possession or is seen to communicate with other candidates. It also requires the ability to read complex words, to listen fully to the candidate's answers and write down the answer word for word.

## Level of Knowledge, Skills and experience

### Essential

- Effective oral/written communication skills – fast and legible handwriting, reading & writing skills.
- Good team member, able to work on own initiative if required

### Desirable

- An understanding of examination processes
- Previous experience of working in a school environment is desirable but not essential

## Qualifications

No specific qualifications are required for this role and training to undertake the role will be provided.

**Successful applicants will be required to undertake a Disclosure and Barring Service check (DBS) at an enhanced level.**