

September 2024

Dear Applicant,

Thank you for your interest in the post of **Exam Invigilator**.

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Invigilation staff
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> For other enquiries please contact Human Resources – [HR@godalming.ac.uk](mailto:HR@godalming.ac.uk)

Receipt of applications is ongoing.

#### **Completing your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

#### **Returning your application**

Please return your application form as an e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted within a week of application, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact the HR Team if you would like to enquire about the progress of your application.

We are intending to co-ordinate an information session for candidates interesting in Invigilator opportunities. Should you still be interested in proceeding with your application after this session, you will be invited to an interview. Details of this will be communicated upon receipt of your application form.

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## DESCRIPTION

**Job Title:** Examinations Invigilator

**Reporting to:** Lead Examinations Invigilator / Examinations Officer

### Summary of Job

The invigilation team are an integral part of the examinations process and as such play a key role in upholding the integrity of the external examination and assessment processes within the college.

### Responsibilities

#### Examinations Invigilator

Responsibilities include, but not limited to:

##### Exam set up and preparation

- Attending the pre-exam briefing which is led by the Exams team (typically 45 minutes prior to an exam) where you will be informed of the requirements for the room you are assigned to such as examination paper instructions, access arrangements and special considerations.
- Assisting the Lead Invigilator with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.

##### During the exam

- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Ensuring that candidates follow the instructions set out by the Lead Invigilator at the start of the examination.
- Remaining alert throughout the exam and raising any concerns to Lead Invigilator promptly.
- Dealing with any queries raised by candidates.
- Reporting any exam irregularities promptly to Lead Invigilator and / or Exams team, such as missing stationery or equipment.
- Checking, recording and reporting attendance promptly to the Lead Invigilator / Exams Team at the start of the examination.
- Checking student identification, logging and reporting any missing ID's.
- Making accurate and timely notes in the invigilator log of any activity / disturbances / unusual observations.
- Escorting students for rest breaks as required.

##### After the exam

- Escorting candidates from the examination venue in a quiet and orderly manner
- Collecting and sorting examination scripts in accordance with strict procedures and bringing the scripts alongside the exam tray to the Exams Office.
- Setting up the venue for the next exam.

### Person specification

- Accuracy and attention to detail
- Flexible approach to work

- Ability to relate to candidates yet maintain an air of authority
- Strong communication skills and ability to work as part of the Invigilation team
- Ability to follow instructions accurately
- Reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances and to use common sense and initiative when required
- Strong written communication skills i.e. to make concise and accurate notes
- Ability to be firm but fair
- Empathy and understanding of children aged 16-18 years old

Last review date: July 2022  
Review carried out by: Deputy Principal and Examinations Officer

**THE COLLEGE**

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

**OFFERS OF EMPLOYMENT**

All offers for this role will be subject to the receipt of satisfactory references and an enhanced DBS disclosure. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

**PENSION**

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

**STAFF DEVELOPMENT & TRAINING**

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

**OTHER INFORMATION**

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).



### **Exam Invigilators needed - £12.82 per hour**

Are you looking for flexible employment opportunities locally? Godalming College, rated 'Outstanding' by Ofsted, is looking to expand its team of Invigilators. This is an ideal opportunity for a local person to supplement their income, whilst working within a team of friendly, intelligent and dedicated Invigilators. You should be well organised with strong attention to detail and have a desire to work with young people to ensure the smooth running of the exams in accordance with JCQ regulations.

The main exam season is in May / June, with other exams conducted throughout the year (November, January, February). Your availability will be checked prior to exam seasons, but you should be available during the May / June A-Levels, and ideally have some availability at other times of the year. Training will be provided and you will be asked to attend occasional briefings throughout the year (paid).

As part of the College's Safer Recruitment practices an application form must be completed; we are unable to accept CVs only. Full details plus application form can be downloaded from our website: [www.godalming.ac.uk](http://www.godalming.ac.uk). Should you have any questions, please contact the Exams Team via the main switchboard on 01483 423229 for an informal chat about the role.

**We would encourage early applications to allow for training and other pre-employment checks.**

**Godalming College is committed to the equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.**