**Examination Invigilators**

To undertake and/or support the invigilation of externally accredited examinations.

Invigilators will have:

* Experience of the British education sector
* An understanding of examination processes and procedures
* Excellent timekeeping
* Effective oral/written communication skills
* Accuracy and attention to detail
* Ability to relate to academic staff and candidates
* Ability to work under pressure and to tight deadlines

Duties will include:

* Setting-up examination venues by laying out stationery, equipment and examination papers in accordance with procedures
* Prepare seating plans
* Checking the identity of candidates in line with procedures
* Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination room
* Offering advice and guidance to unregistered candidates without allocated seats
* Ensuring that candidates follow examination rules inside examination room
* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
* Checking attendance during examinations
* Recording details of late arrivals and early leavers and collecting scripts from early leavers
* Escorting candidates from rooms during the examinations as required, and supervising candidates whilst outside examination rooms including during comfort breaks
* Collecting and collating scripts at the end of the examination in accordance with procedures
* Completing final documentation and arranging for scripts and documentation to be posted as instructed
* Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave rooms in an orderly and quiet manner

Any successful tender will be subject to the individual undertaking and successfully completing on-line invigilation training if required.

Examinations normally last for two hours; with the associated administration both before and after the actual examination it is anticipated that around 4 hours will required from an invigilator.

***Need to specify male or female to ensure that requirements to supervise/accompany during comfort breaks can be met***