The Leicestershire College
Job Description

1. Job Details

Job Title:	Exam Invigilator (Sessional)
Department:	Examinations & MIS
Reporting To:	Exam Manager
Hay Grade:	G2
Salary:	£15.43 per hour
Date of Job Evaluation:	November 2019
Date:	November 2026

2. Job Purpose

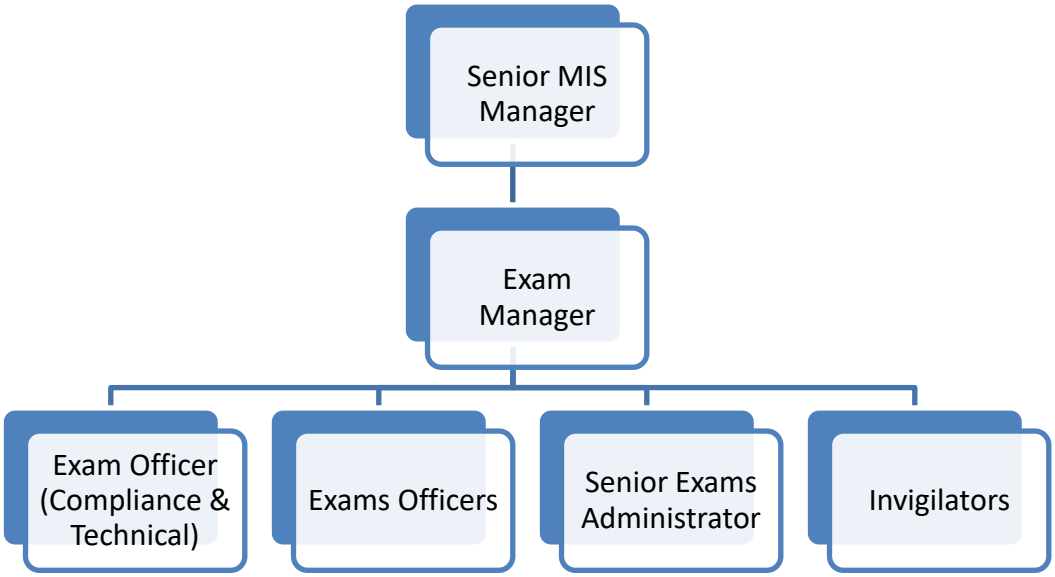
To provide a robust exam service to students ensuring compliance with rules and regulations from JCQ and Awarding Bodies.

- Ensuring all candidates have an equal opportunity to demonstrate their abilities
- Maintaining the security of the examination materials before, during and after the examination
- Preventing possible candidate malpractice
- Preventing possible administrative failures

3. Dimensions

Not applicable.

4. Organisation chart



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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Be reliable, flexible and readily available during the busier assessment periods
- Have effective communication skills and be a confident speaker to larger groups of students
- Be confident and a reassuring presence to candidates in examination rooms
- Have basic IT skills (familiar with use of email, mobile phone messaging, logging in etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ and all other relevant Awarding Organisation regulations as well as the Loughborough College examination procedures to enable the efficient and compliant management of examinations.
- Prepare exam room, desks and PC's where required in a timely manner prior to student arrival
- Ensure correct identification of all candidates as per our student identification policy
- Prepare students for the start of the exam and ensure all rules and regulations are followed e.g.no electronic devices, correct stationery etc.
- Distribute exam papers ensuring correct paper is given and assist in the completion of the front page

- Conduct the exam in a professional manner at the advertised time
- Be vigilant, and give full attention to student activity at all times whilst not disrupting the examination,
- Collect examinations scripts, check detail and file in order. Return all papers and documents to the exam office.
- Report any non-compliance, as it happens, to the exam office and supply written report for malpractice when appropriate.
- Be aware during Examinations both on and off-site that you are representing the college and must be professional at all times.
- Undertake all training essential to both the college and Invigilator post
- Invigilators are required to declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
- Invigilators must confirm the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all time
- For those that would like it, there may be additional invigilation available working at other College sites.

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Ensure all student checks are made at the start of the exam	Reduced interruption during exam
Ensure all non-compliance in an exam situation is reported to the Exams Office immediately	Compliant to regulations and gives students a fair and equal experience, protects college reputation and prevents potential malpractice and maladministration
Ensure accurate distribution of scripts	Compliant to regulations and gives students a fair and equal experience
Ensure accurate collection of scripts and recording of student attendance	No ongoing queries that would impact on the college reputation and the student.

8. Key Working Relationships and Communications

Internal: Exams Team, Students and Teaching Staff

External: Employers, Awarding Organisations

9. Scope for Impact

Not applicable.

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
2.	Experience of working to clearly defined rules and processes	•		Application
3.	Good understanding and use of IT Skills	•		Application/ Interview
SKILLS & KNOWLEDGE				
4.	Good organisational and time management skills	•		Interview
5.	Experience of presenting to groups		•	Application/ Interview
6.	Ability to work quickly and accurately	•		Application
7.	Ability to work under pressure	•		Application/ Interview
8.	Excellent communication skills (written and oral)	•		Application/ Interview
9.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
10.	Be self-motivated and be able to use own initiative	•		Interview
11.	Be conscientious	•		Interview
12.	Maintain a professional appearance and conduct	•		Interview
13.	Promote the College's equal opportunities policy and practices	•		Interview
14.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.

3. This job description and person specification was prepared in November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	