NEW COLLEGE LANARKSHIRE
Bringing Education Closer

1. JOB IDENTIFICATION

Post Title: Assessment Invigilator

Accountable to: Head of Department Automotive

Responsible to: Head of Department Automotive

Salary: £26,357 per annum

Main Base: Motherwell

2. PRINCIPAL JOB PURPOSE

To ensure that examinations are conducted per the instructions of the specific Examining Bodies and to ensure the security of the examination before, during and after the examination.

3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Examination Security

- Be vigilant and remain aware of emerging situations, cheating, malpractice or unwell candidates;
- Conduct invigilation activities in accordance to up to date awarding body guidelines
- Report any suspicions regarding the security of examination papers to the appropriate academic leader

3.2 Examination Administration

- Ensure candidates have the correct question papers for the exam;
- Complete any administration, for example; seating plans, attendance registers, invigilation records, collect all scripts and ensure all paperwork is filled in correctly;
- Record any irregularities within the exam.

4. ADDITIONAL RESPONSIBILITIES

The postholder will be required to follow all College policies and procedures at all times and take account of college guidance.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the postholder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.

5. ORGANISATIONAL RELATIONSHIPS

Reporting to line manager and liaising with academic staff

6. WORKING ENVIRONMENT

Physical

- The post is office based but will require travel between campuses to conduct invigilation duties and attend meetings as required.
- Keyboard skills required for production of paperwork, reports and e-communication.

Mental

- Frequent and intense periods of concentration;
- Frequent interruptions to work which require work priorities to be reviewed.

Emotional

- Balancing a range of operational responsibilities.
- Dealing with periods of high workload
- Maintaining measured and professional attitude and approach at all times
- Commitment to the wellbeing of staff and students.

7. HEALTH AND SAFETY STATEMENT

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.

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PERSONAL SPECIFICATION

Assessment Invigilator

Education and Training

- Good communication and ICT skills are essential, candidates would preferably hold a minimum SCQF level 5 or equivalent in English and ICT
- Experience of applying administrative procedures
- Proficient in using Microsoft packages, especially word, excel, MS Teams.

Knowledge & Experience

(Evidence will be sought from application form and by interview questions)

- Health & Safety and Safeguarding legislation.
- Experience of invigilation is desirable

Skills

- Good interpersonal skills
- Attention to detail
- Well-developed communication skills