
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Exam Invigilator
Department:	MIS
Responsible to:	Examinations Officer
Hours:	Variable
Salary:	£14.88 per hour [YC3.3]
Date of Issue:	September 2026

1. Job Purpose

To invigilate paper-based (written) and computer-based (onscreen) examinations relating to any courses/provision delivered by the College. To provide a professional service to candidates and their course managers.

Adherence to JCQ and other external regulations is required, and the post-holder will be responsible for any examination room and candidates allocated to them, maintaining the integrity of the examinations at all times. They will also support and work closely with other members of the examinations team and invigilation team.

2. Key Roles & Accountabilities

- To arrive at the instructed time to the Examinations Office and to remain after the end of the examination session until reconciliation of the examination scripts is completed and all examination material returned to the Examinations Office.
- To listen carefully and comply with all instructions issued on arrival as part of the briefing for the examination session, including understanding about examination clashes, special arrangements, and permitted material in the examination room.
- To have a means of contacting the Examinations Office if sole-working without risking the security of the examination.
- To organise the examination room, including the checking of a visible and working clock, displaying the relevant notices, and distributing desk labels according to the seating plan if one is provided.
- To check before the start of the examination that there are sufficient examination papers and associated materials provided in the exam pack.
- To verify the identification of the candidates who are taking the examination and to complete the attendance register(s) and seating plan for the room.
- To admit candidates into the examination room in a controlled manner and help them find their seats.
- To announce to candidates very clearly that they are subject to the regulations of the examination and to outline these regulations by reading the relevant invigilator announcement as included in the examination pack.
- To announce and display clearly to candidates when the examination starts and finishes.
- To allow candidates any special arrangements (Examination Access Arrangements) to which they are entitled, referring to information provided in the examination pack if in any doubt.

- To actively invigilate the examination in accordance with the regulations and to ensure that any cases of suspected malpractice are reported immediately to the Examinations Office.
- To provide assistance to candidates within the rules and regulations of the examination.
- To take responsibility for candidates requiring special arrangements (Examination Access Arrangements), including acting as reader, scribe or allowing extra time as necessary.
- To maintain confidentiality in all matters relating to examinations at the College.
- To undertake annual invigilation training to ensure compliance with regulations
- To attend mandatory training events organised by the College.
- In conjunction with health and safety (Manual Handling) regulations, carry heavy boxes of examination materials to the examination room for large GCSE examination sessions.
- Undertake other duties that may arise from time to time in line with the general purpose of the post.
- Ensure that you understand and actively promote equality of opportunity for all including; students, parents and staff.
- Conduct yourself in a manner that shows respect for others and is within College policy with particular reference to the health and safety policy and procedures and equality and diversity policies.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence within such a project role and would not by themselves, justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College - Person Specification

Post: Examination Invigilator

	Essential	Desirable
Previous Experience	Experience of supervising people.	- Experience of invigilation. - Previous experience in an education environment.
Qualifications	Good general education including GCSE English and Maths, C or above, or willingness to work towards.	- Level 2 Customer Service qualification. - Level 2 IT qualification.
Special Skills/Aptitudes	- Knowledge of the exams process and its regulations. - Excellent communication and interpersonal skills. - Organised, methodical and accurate approach to work.	Knowledge of examination access arrangements.
Personal Attributes	- Observant. - Outstanding learner focus. - Flexible approach to working hours. - Confident and able to work with large groups of exam candidates. - Able to work calmly and efficiently under pressure. - Ability to work independently and in a team in a busy environment. - Good sense of humour.	
Ability to Demonstrate the College Values	- Aspirational – High ambition, expectation, and effort. - Collaborative – In it together. - Exceptional – Innovative and enterprising. - Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf