

Position Summary

Reporting to the Region Manager the exam invigilator will provide support to the exam process by assisting in the smooth and efficient administration and the collection of examinations. This position is primarily responsible for supervising students during exam writing, to ensure fair and proper conduct.

Main Purpose:

- To provide support to the examination process.
- To ensure the fair and proper conduct of examinations in an environment that enables student to perform at their best.
- To assist in the smooth and efficient administration of examinations, including the preparation of student entry, the distribution of examination materials, and the collection of the examinations.

Duties/Responsibilities:

To support the day-to-day operation of examination venues by being familiar with policies and procedures demonstrated within the training module.

This may include:

- assisting with setting-up examination by laying out equipment and examination materials;
- assisting students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination;
- closely following and enforcing exam procedures and regulations;
- offering advice and guidance to students without allocated seats;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting exams and materials from early leavers;
- ensuring that students do not talk once inside examination venues;
- dealing with queries raised by students or referring them to an appropriate instructor and dealing with examination irregularities in accordance with strict procedures;
- monitoring, documenting, addressing and reporting incidences of misconduct;
- escorting students from venues during the examinations as required (e.g: washrooms), and supervising students while outside examination venues;
- collecting and collating examinations and materials at the end of the examination;
- supervising students leaving examination venues, ensuring that students do not remove equipment or exam material from the venue without authorization and ensuring that students leave venues in an orderly and quiet manner.
- To assist the with other examination processes.

The duties and responsibilities outlined above are representative of this position; however, other duties may be assigned.

Skills/Competencies:

- understanding and commitment to maintaining appropriate standards of confidentiality and security of materials
- understanding of criteria and protocol related to assessment, and test administration

- ability to work independently
- demonstrated effectiveness of communication skills
- dependability, reliability, punctuality
- accuracy and attention to detail
- ability to keep calm under pressure or during unexpected circumstance

Qualifications:

The Exam Invigilator should bring the following qualifications to this position:

- Grade 12 or equivalent
- Excellent organization skills
- Effective communication skills (written and oral)
- Effective interpersonal skills
- Strong attention to detail