



Examination Invigilator

April 2024

Examination Invigilator

Job Title: Examination Invigilator

Responsible to: Exams and Data Officer

Location: CAPA College, Mulberry Way, Wakefield, WF1 2QN

Grade: Grade 4

Contract: Casual Worker

Start Date: ASAP

Closing Date: Monday 22nd April

Overall Purpose of the Post:

Provide routine invigilating duties and general administrative support for the examinations function and the college.

Provide specialist support requirements such as reading or scribing for students eligible for exam access arrangements.

Please note that previous experience of invigilation is not required as training in the role and duties of an invigilator will be provided.

Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the BLP.

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

About Us

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year students from across Yorkshire and beyond flock to our corner of Wakefield to pursue their dreams of becoming the next Hollywood star, Oscar-winning filmmaker, director, choreographer, entrepreneur or creative.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. Over two years of full-time study students (aged 16-19) achieve the equivalent of four A Levels, a portfolio packed with transferrable skills and all of the performance experience they need to progress to the top universities, leading national and international Arts conservatoires and professional Arts careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV Making; and Production Arts: Technical and Creative Theatre.

Since opening our doors as Wakefield's first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England.

- Ofsted 'Outstanding' (January 2022)
- 99% A*-C results
- Top 1% of all post-16 providers nationally for student progress
- Awards and accolades from the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK, Sixth Form Colleges Association
- Graduates go on to study at the BEST universities and conservatoires including RADA, LAMDA, Arts Educational School, Rambert School, Guildford School of Acting, The Place, Trinity Laban, Urdang, Mountview and Royal Central School of Speech and Drama
- An alumnus in almost every major West End show
- Heavily oversubscribed with almost 6 applicants for every place
- The ONLY non-fee-paying, specialist Creative and Performing Arts College of this kind in Yorkshire or the North East
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This is an exciting opportunity to join our award-winning team as we prepare to implement the next major stage of our development.

Would you like to be part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have a drive to succeed? Then we would love to hear from you.

Job Role Details

We are looking for candidates who can:

- Ensure that examinations are conducted according to the exam regulations in order to:
 - ensure all candidates have an equal opportunity to demonstrate their abilities
 - ensure the security of the examination materials before, during and after the examination
 - prevent possible candidate malpractice
 - prevent possible administrative failures
- Provide routine invigilating duties and general administrative support for the examinations function and the college.
- Provide specialist support requirements such as reading or scribing for students eligible for exam access arrangements.

We are looking for candidates who:

- are positive, enthusiastic and enjoy working with young people aged 16-19
- are reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- are confident and a reassuring presence to candidates in examination rooms
- are able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
- thrive on working as part of a passionate, committed, fast-paced and energetic team

In return, we will offer you:

- An opportunity to make your mark in an outstanding new Arts focused post 16 provision
- A professional and supportive team
- A personalised approach to continuing professional development
- A college that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos
- Automatic enrolment into the Local Government Pension Scheme

For further information please check out our website www.capacollege.co.uk or email recruitment@capacollege.co.uk

Application forms can be downloaded from our website and:

- Sent with a covering letter by e-mail to recruitment@capacollege.co.uk or
- Posted with a covering letter to CAPA College, Mulberry Way, Wakefield, WF1 2QN

Closing Date: 9am on Monday 22nd April 2024

Job Description

Main Duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and CAPA College regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations:

- Report to and be briefed by the Exams and Data Officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During examinations:

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After examinations:

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the exams officer

Other tasks:

- Centre supervision of examination timetable clash candidates between examination sessions
- Facilitating access arrangements for candidates, for example as a reader or scribe (full training will be provided)
- Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

General Requirements

- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
 - confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the exams officer

Accountability – Generic

- Serve as a role model based on high standards and professional conduct
- To present the best possible image of the College in general, and in particular, in all contact and communications with the public, visitors, parents, students, customers, suppliers and all other external organisations.
- Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection always, reporting all concerns to the appropriate person.
- To comply with the College's Staff Code of Conduct
- Maintain confidentiality in relation to all work undertaken
- Contribute to the safeguarding and promotion of the welfare and personal care of students and regarding Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Undertake any professional development as needed and as determined by the Course Pathway Leader.
- Carry out such duties as may be assigned by the Principal in accordance with the changing needs of the organisation.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications as detailed in the Person Specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g., Enhanced DBS Check
- A Children's Barred List Check
- Confirmation of medical fitness for employment.

Please note that this list of duties is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Examination Invigilator will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Principal.

Person Specification

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How Identified
<p>QUALIFICATIONS</p> <p>Induction/basic skills</p> <p>Level 2 Numeracy/Literacy skills or willingness to work toward this</p>	<p>Application form and selection process</p>	<p>Support Work in Schools (SWiS) Level 2</p>	<p>Application form and selection process</p>
<p>EXPERIENCE</p> <p>General administrative work</p>	<p>Application form and selection process</p>	<p>Experience working in a post-16 setting or a passion for working at post 16 level</p>	<p>Application form and selection process</p>
<p>SKILLS AND KNOWLEDGE</p> <p>Good Numeracy/ Literacy Skills</p> <p>Good understanding of invigilating duties</p> <p>ICT skills</p> <p>Ability to use appropriate equipment in support of the function e.g. photocopier</p> <p>Ability to lead and oversee exams in smaller venues</p> <p>Ability to set up an examination room ensuring compliance with correct procedures</p>	<p>Interview/ references</p>		
<p>ATTRIBUTES / OTHER REQUIREMENTS</p> <p>Ability to relate well to children particularly students requiring access arrangements</p> <p>Ability to deal with difficult situations in a calm manner</p>	<p>Interview / references</p>		

<p>Able to organise and supervise a small team of staff</p> <p>Able to work effectively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Thrive on working as part of a team but be able to work independently</p> <p>Demonstrate a strong commitment to the development of the whole person through a personalised approach to education and pastoral care. We expect all staff to share this commitment.</p> <p>Committed to safeguarding a promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.</p> <p>Reliable, resilient and conscientious approach to work with a commitment to professional development.</p> <p>Be flexible and adaptable</p> <p>A robust sense of humor</p> <p>Excellent attitude and punctuality records.</p>				
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capa.college

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