



JOB DESCRIPTION

Job Title:	Examination Invigilator
Reports to:	Academic Registrar
Working With:	Academic Office staff, Teaching staff, students
Location:	Oak Hill College, Southgate, London, N14 4PS

ABOUT OAK HILL

Oak Hill College is a theological college in North London, training men and women for ministry in the Church of England and other spheres of Christian service. Its validated academic programmes at undergraduate and postgraduate level have been developed, and are delivered and assessed by the College. They are awarded and quality-assured by Middlesex University. Oak Hill College is independently owned by the Kingham Hill Trust.

MISSION OF THE COLLEGE

The College's mission is to train effective, lifelong ministers, missionaries and leaders for Anglican and Independent churches, and for other church and para-church organisations. We seek to produce graduates who are committed to serving God's people and helping build God's churches through the teaching of God's word, and to making God's authentic word known in the UK and internationally.

The majority of the College's students are mature students who are re-training for vocational ministry.

Overall Purpose:

To invigilate the College's under- and postgraduate degree exams at Oak Hill College in Southgate to ensure they are conducted and supervised as directed by the Academic Registrar and with integrity, safety and security, in accordance with College policy and regulations and to the best advantage of the students.

The types of invigilation required include:

- A team of three invigilators in each main exam room, one of whom will act as Lead Invigilator, in charge of up to 43 candidates.
- two invigilator(s) in a small exam room invigilating students requiring specific access arrangements including those taking exams on a laptop.

Exams take place over one week in November, February and June each year. The first invigilation session will be for the week commencing 5 June 2017.

This job description is a guide to the work expected in this post. Oak Hill College will review, amend and update the Job Description, from time to time, in consultation with the post holder.

Principal Duties

- Attend an initial 3-4-hour training session and any other update training when required. To be familiar with and adhere to the College's rules governing the conduct and invigilation of exams.
- Sign in and out at Reception and the Academic Office on arrival and departure from the campus.
- Take responsibility for exam materials once collected from the Academic Office before the start until their return at the end of the exam session.
- Transport all exam materials from the Academic Office, arriving at the exam room not less than 30 minutes before the scheduled start of an exam.
- Prepare the exam room, according to the directions provided by the Academic Office, laying out exam question papers, supplementary documents and blank answer paper and ensuring that conditions are suitable for the exam to take place. The Lead Invigilator shall direct this activity.
- *Lead Invigilator:* Be responsible for confirming the start and finish times of each exam and writing these on the board at the start.
- Admit students to the exam room(s).
- Help students by directing them to their seats and advising them of their student numbers if requested.
- Ensure students leave all personal belongings, other than those specifically allowed for in the regulations, outside or at the back/side of the exam room.
- *Lead Invigilator:* Make the exam announcements before the start of the exam informing students how the exam will be conducted.
- *Lead Invigilator:* Take the register before the start of the exam.
- *Lead Invigilator:* Ensure that the names of any absent candidates are notified to the Academic Office immediately after the start of the exam.
- Actively invigilate during the exam, exercising vigilance, being watchful and paying full attention to detail to ensure that no untoward behaviour occurs or problems arise. Reading or other similar activity is not allowed during the exam.
- Ensure silent exam conditions prevail within the exam room at all times, preventing distractions when necessary.
- Providing extra exam stationery upon request; and helping with the provision of Bibles/Greek New Testament or other supplementary documents according to the directions of the exam paper.
- *Lead Invigilator:* Complete an invigilator's report form for each exam session, noting particularly any unusual occurrences during the exam, the names of students who leave for a toilet break or become ill during the exam and the names of the late arrivals.
- Take action indicated under the College's regulations should an offence against the College's exam regulations appear to take place.
- Collect the correct number of answer scripts before the students leave the room at the end of the exam. The Lead Invigilator shall direct this activity.

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- *Lead Invigilator:* Supervise the evacuation of the exam room in the event of a fire.
- Supervise the quiet departure of students from the exam room.
- Clear the exam desks of all remaining stationery and materials as directed at the end of the exam session.
- Ensure all exam scripts and additional materials are returned to the Academic Office at the end of the exam session.
- Ensure the correct arrangements for students with alternative exam arrangements are in place and that the students are dealt with sympathetically and appropriately.
- Under the direction of the Academic Registrar/IT Officer, set up exams on a laptop for those students who are entitled to use a laptop for their exam.

General Expectations

- To treat all students sympathetically, patiently, helpfully, supportively and with reassurance.
- To treat as confidential any incidents which might occur in the exam room.
- To attend any formal proceedings in relation to alleged academic misconduct cases arising from an alleged offence during an exam.

PERSON SPECIFICATION

Essential:

- Ability to maintain calm in stressful circumstances.
- To be courteous, mature and professional at all times.
- Demonstrable ability to be organised and methodical.
- Excellent time-keeping and punctuality.
- Ability to pay attention to detail and remain vigilant for long periods of time.
- To be able to demonstrate an awareness of the importance of confidentiality regarding the nature of materials being used.
- To communicate clearly and effectively.
- To demonstrate a willingness to work efficiently as part of a team and with initiative when required.
- To co-operate and to work within a set operational framework.
- Ability to carry a maximum of 7 kg in weight.
- Ability to use a mobile phone (a College mobile will be provided).

Desirable:

- Previous invigilation experience
- Air of authority and assertiveness
- Working knowledge of MS Office Packages

No applications from direct relations of current students will be considered.

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CONDITIONS OF SERVICE

Contract: Fixed Term, Zero hours contract

Salary: £10.00 per hour for Invigilator and £12.00 per Lead Invigilator

Payment is per exam session plus one hour for set-up before and clearing away at the end of the session. The normal maximum exam duration is 3 hours in the main exam rooms and 3.75 hours in the small exam room.

Pay is paid by bank transfer on the 27th of the month, or next working day thereafter and payslips are distributed by post.

Hours: Hours will be flexible in line with the examination requirements of the College and as directed by the Academic Registrar.

No guarantee can be given as to how many invigilation sessions you will be allocated during each exam session.

Invigilation sessions will be agreed in advance of all exams.

Annual Leave: Pro-rata of 24 days' paid annual leave per year (January to December) and 8 Bank Holidays.

Lunch: Lunch is provided by College each week day during term-time and when the kitchen is in operation outside of term-time.

Appointment to this post shall be subject to references and the verification of and right to work within the UK for which the successful applicant will be required to provide originals.

The post-holder may be required to successfully pass a Disclosure and Barring Service (DBS) check prior to the confirmation of employment. You will also be required to sign a confidentiality form and health assessment form.

All College employees have a responsibility towards the safeguarding of our students' welfare regardless of their role at the College. The post-holder shall be required to adhere to and ensure compliance with the College's Safeguarding Policy, Code of Conduct and other related policies.

Oak Hill College reserves the right not to make an appointment to this position.

HOW TO APPLY

For questions regarding this role, please contact Caroline Hinch, Senior Registrar on 020 8449 0467 ext. 204.

If you wish to apply for this post, please email Veronica Machin (HR & Safeguarding Manager) at hr@oakhill.ac.uk with your *curriculum vitae* and a covering letter.

The closing date for applications is Mon 17 April 2017.

It is anticipated interviews will take place on 25 April 2017 and the training on 8 May 2017.

March 2017

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