



**CHELTENHAM
COLLEGE**

EXAMINATION INVIGILATOR

The Examination Invigilator reports to the Examinations Manager and liaises with Academic staff and students.

Cheltenham College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College (13–18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 660 pupils, and with the purchase of a new house, is aiming to become 720 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

The Role

Main Purpose and Object:

To provide support to the examination process.

Specific Duties:

To support the Examinations Manager with the day-to-day operation of examination venues. This activity may include:

- Ensuring that the examinations take place in accordance with JCQ regulations;
- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Ensuring that candidates do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- Checking attendance during examinations;

- Escorting candidates from venues during the examinations as required and supervising candidates whilst outside examination venues. This may include lunchtime isolation of candidates with clashes;
- Collecting scripts at the end of the examination in accordance with strict procedures;
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Collect printed work of candidates who word process in their examinations;

Person Specification

- Experience of invigilating in a school/college/university is essential.
- Availability during May and June is essential.
- An understanding of examination processes is desirable.
- Effective oral/written communication skills are essential.
- Flexibility and the ability to work under pressure are essential.
- Ability to relate to academic staff and students is essential.

Examination sessions are held in both in the morning (9am start) and the afternoon (1:30pm start) and are between 1hr and 3.5hrs in length. The hours required will be assigned before the examination series. Invigilators are required to arrive 15mins before an examination session starts.

March 2022