



Red Balloon of the Air
Suite 3, Winship House, Winship Road, Milton, Cambridge CB24 6AP
Tel: 01223 354338 • Email: admin@rbair.org.uk
www.redballoonlearner.org.uk

Role:	Invigilation Support Volunteer
Purpose:	To ensure the correct conduct of an examination is carried out in accordance with the necessary exam regulations.
Volunteer Manager/ Exams Officer:	Gosia Krolak
Volunteer Coordinator:	Stephanie Blackman

As agreed with the Exams Officer in charge you will work with staff and other volunteers to support students and ensure procedures are followed

Key Tasks:

- Ensuring JCQ exam procedures are adhered to at all times
- The exam room is set up correctly prior to the exam start
- Distribution of correct exam papers
- Ensuring students have enough paper and stationery
- Ensuring students are not cheating/communicating
- Provide assistance to students if need to leave the exam due to illness
- To share responsibility in starting and finishing the exams
- Ensuring exam papers and equipment are collected at the end of the exam and safely returned to the Exams Officer

Personal Qualities/Experience

- Diligent and reliable
- Punctual with excellent communication skills
- Firm but fair
- Comfortable under pressure

You are not expected to:

- Be an examination aid such as a scribe or reader
- To be unsupervised with a young person taking an exam
- To carry out the same role as a paid staff member
- To mark the exam paper or help with prior revision periods

Founder and President: Carrie Herbert MBE
Trustees: Debbie Barryl (Chair), Dr Carrie Herbert MBE, Mark Maddocks, Jenny Raine, Carol Revie, Carolyn Tiller
Registered Charity No. 1138657. Company Registered in England and Wales No. 7328440
Registered office address: Winship House, Winship Road, Milton, Cambridge, CB24 6AP

Location: Milton

Hours: Flexible hours during examination periods

Recruitment process:

Application, informal interview, enhanced DBS, two references
induction and ongoing support with regular 1-1 reviews.