

Role: Invigilation Support Volunteer

Purpose: To ensure the correct conduct of an examination is carried out in accordance with the necessary exam regulations.

Volunteer LineManager/Exams Manager: Gosia Krolak

Volunteer Coordinator: Stephanie Blackman

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

Key Tasks:

- Invigilating exams
- 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 they 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:

- To carry out the same role as a paid staff member
- To mark the exam paper or help with prior revision periods

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.

Red Balloon of the Air is part of Red Balloon Educational Trust

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