

Chief Invigilator

A Chief Invigilator (CI) is responsible for the organisation and supervision of invigilation of all external assessments for National Qualifications, in accordance with our policy and procedures.

The activities will be under the direction of our staff. Close liaison will be required with the Head of Centre and/or Centre Co-ordinator throughout the external assessment period to ensure the effective management of the external assessments.

Outline of duties

- Responsible for the secure storage and management of external assessments before and during the examination cycle ensuring compliance with our security requirements.
- Responsible for ensuring that external assessments, including those for Assessment Arrangements candidates, are conducted in accordance with our policy and procedures.
- Deliver a training session(s) to all Invigilators prior to the examination period.
- Allocate and advise Invigilators of their duties and dates required – updating as required throughout the examination cycle.
- Maintain an accurate record of training attended and sessions worked by all Invigilators throughout the examination period and verify all claims for fees prior to submission to us.
- Supervise Invigilators and conduct daily briefings to the Invigilation team prior to the start of each examination session.
- Responsible for the accurate submission of candidates' external assessment materials to us.
- In accordance with our guidelines, complete comprehensive reports on any irregularities in the conduct of an external assessment and submit to us where necessary. For example:
 - any incident concerning possible malpractice
 - any issue concerning the content of a question paper
 - the unauthorised removal of a question paper or examination material from the examination room either by candidates, invigilation or centre staff

- faulty question papers, faulty digital question paper discs or faulty audio CDs
- any instances of sickness, interruptions or disturbances during an assessment

Successful candidates must:

- have internet access, basic IT skills and a personal email address
- have excellent organisational skills
- be suitable to work within an education environment
- be physically able to undertake the duties of the role
- not be an employee of the centre or associated with the centre

Any exceptions to these requirements must be approved in advance by us.

Please note that this role requires PVG registration and no contracts will be confirmed until registration is approved.