

Depute Chief Invigilator

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

These duties will be under the direction and supervision of the CI.

Outline of duties

- Act as Depute for the Chief Invigilator when required.
- Support the CI with the secure storage and management of external assessments during the examination cycle ensuring compliance with our security requirements.
- Support the CI by ensuring that external assessments, including those for assessment arrangements candidates, are conducted in accordance with our policy and procedures.
- Support the delivery of the face to face training to all Invigilators prior to the examination period, if required.
- Supervise Invigilators and assist with the daily briefings to the Invigilation team prior to the start of each examination session, when required.
- Undertake invigilation duties.
- Assist with the accurate submission of candidates' external assessment material.
- Assist with the submission of reports to us on any irregularities in the conduct of an external assessment or concerning matters arising during the course of an external assessment.

Successful candidates must:

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

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

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