



## **JOB DESCRIPTION**

**Job title:** BCS Invigilator

**Division:** Group Operations

**Reporting to:** Service Delivery Manager

**Reporting in:** No direct reports

**Status:** Flexible as agreed by offer of services contract

### **Role context and purpose:**

The role of the Invigilator is to monitor and invigilate BCS examinations under exam conditions to ensure that examinations are conducted rigorously and fairly.

### **Key Responsibilities:**

1. Monitor and invigilate examination sessions in line with the BCS Invigilation Guidelines.
2. Work closely with BCS to meet deadlines; delivering on time and within budget.
3. Notify BCS of any potential conflict of interest that may arise during the role as an Invigilator; either in relation to BCS or specific applicants.
4. Comply with security and confidentiality of information, data and material obtained, used and reviewed during all work activities.
5. Adhere to all BCS policies and procedures to ensure quality, efficiency and accuracy following best practice at all times.
6. Adhere to the Data Protection Act principles in relation to materials by:
  - a. Ensuring that all personal & protectively marked material is securely destroyed as soon as assessments are completed.
  - b. Not holding protectively marked material on IT systems, in line with the Data Protection Act and subject to the HMG Security Policy Framework.
7. Attend training and refresher programmes as required.

## PERSON SPECIFICATION

This person specification outlines the kind of person who would fit well with the BCS Values. The specification also identifies specific experience required for the role and the level of experience needed.

SPECIFICATION	ESSENTIAL	PREFERRED
<b>Experience and knowledge</b>		<ul style="list-style-type: none"> <li>• Experience of monitoring and invigilating exam sessions</li> </ul>
<b>Character traits and competencies</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Has good attention to detail.</li> <li>• Able to give effective feedback and respond positively to relevant feedback.</li> <li>• Personable and builds relationships of trust with others.</li> <li>• Demonstrates initiative and high levels of drive to get things done.</li> <li>• Has clear and concise written and oral communication skills.</li> <li>• Impartial and operates to high standards of personal integrity.</li> <li>• Demonstrates an understanding of best practice around equality and diversity.</li> <li>• Good organisation and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Sets high professional standards for themselves and others.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Able to travel within the UK when required.</li> <li>• Is able to attend training and refresher programmes as required for the role.</li> <li>• Ability to attend face-to-face and remote meetings as required.</li> <li>• Must have a PC, good high speed access to the Internet and a secure physical location.</li> <li>• Has the workload capacity to perform the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to industry standard tools and software.</li> </ul>
<b>BCS Values</b>	<ul style="list-style-type: none"> <li>• Demonstrates the BCS Values of 'Doing the Right Thing', 'One Team', 'Make things Better', 'Make Things Happen' and 'Being Human'.</li> </ul>	