

|              |               |                         |                |
|--------------|---------------|-------------------------|----------------|
| Job title    | Invigilator   | Department/country      | Exams Botswana |
| Job holder   | Generic       | Job code                | Temp           |
| Job type     | Part-time     | Payband                 |                |
| Line manager | Exams Officer | Post related allowances | none           |

The job description/person specification should be reviewed on a regular basis. If you propose to make significant changes to it, you should seek advice from your HR Services team. If it is for a new post or you propose a change in the grading of the post, you must refer it to your HR Services team (UK) or your HR geographical consultant (overseas staff). If you have line management responsibility, you must include an explicit duty relating to this.

All information must be in line with the Council's Equal Opportunity Policy.

|   |  |                 |   |                     |   |
|---|--|-----------------|---|---------------------|---|
| Job aim   | To invigilate British Council Examinations   |                 |   |                     |   |
| Number of staff managed                                       | 0  | As line manager | 0 | As countersignatory | 0 |
| Finances managed  | 0  |                 |   |                     |   |
| State what percentage of the job is represented by each duty. |  |                 |   |                     |   |
| Duty  | Standards – measurable in terms of time, cost, quality or quantity.  |                 |   |                     |   |
| 1 Duty (25%)  | To ensure that Examination papers are 100% secure  |                 |   |                     |   |
| Standards   | Exam papers are secure at all times and no papers are mislaid or left unattended at any time<br>No exam paper leaves the examination room unless authorised<br>Exam papers are counted out and counted in and are always the same number<br>Breach of security is reported to the Exams Officer immediately<br>Awarding Body and British Council regulations are adhered to                              |                 |   |                     |   |
| 2 Duty (25%)  | To give instructions to candidates at the beginning and end of an examination  |                 |   |                     |   |
| Standards   | Instructions are given clearly and concisely<br>Frequently asked questions are answered immediately<br>Difficult questions/problems are referred to the Exams Officer  |                 |   |                     |   |
| 3 Duty (50%)  | To ensure discipline of candidates is maintained & regulations are followed  |                 |   |                     |   |
| Standards   | No candidates speak once the examination has started<br>All candidates are ushered to toilet facilities as necessary<br>Late arrivals are are dealt with according to Exams Supervisor Instructions at start of exam<br>Breach of disciplinary code is dealt with according to Exam regulations.<br>All examinations adhere to set times<br>Awarding Body and British Council regulations are adhered to |                 |   |                     |   |

## Person specification

- Use the [Behavioural competency dictionary](#) to help you list here the relevant behavioural competencies needed for the job – aim for no more than 6. Assign the appropriate level to each competency.
- Use the [Role profile dictionary](#) to help you list here the relevant skills, knowledge and experience needed for the job. Include any specialist qualifications.
- You should not state requirements which could potentially disadvantage particular groups or individuals, e.g. previous experience in a Council office overseas.
- Indicate whether each criterion (behavioural competency, skill, knowledge and experience) is essential (E) or desirable (D) for selection and recruitment purposes.
- For recruitment and selection purposes state also how evidence of each criterion will be assessed. You may state one or more of: application form; performance evaluation; interview and, where appropriate, presentation exercise. (You should aim for no more than 6 criteria to be assessed by interview.)

|   | Criteria: behavioural competencies (assign levels), skills, knowledge experience, and specialist qualifications   | Essential (E) or desirable (D) | Which duties does this criterion support? | Indicate which criteria will be used for recruitment and selection (aim for no more than 6) | State how each criterion will be assessed for recruitment and selection purposes |
|---|---|--------------------------------|---|---|--|
| 1 | Spoken English: ability to deal with more complex information/enquiries (IELTS 5).  | E                              | 2,3                                       | X   |  |
| 2 | Customer Care: able to present routine information clearly and logically  | E                              | 2,3                                       | X   |  |
| 3 | Team-working: Able to deal directly with peers and customers in a pleasant but firm manner and to make an active and constructive contribution to the work of Examination Venue Teams | E                              | 1, 2, 3,                                  | X   |  |
| 4 | Interpersonal skills: able to deal with challenging circumstances   | E                              | 1, 2, 3                                   | X   |  |
| 5 | Able to meet deadlines/keep to a schedule   | E                              | 2,3                                       | X   |  |
| 6 |   |                                |   |   |  |
| 7 |   |                                |   |   |  |
| 8 |   |                                |   |   |  |
| 9 |   |                                |   |   |  |

List here any special requirements of the job e.g. occasional unsocial hours, flexible working. It is assumed that all jobs can be job-shared unless valid reasons are given below. Disability is not normally a disqualifying factor for a job.

|                     |               |              |          |
|---------------------|---------------|--------------|----------|
| Line manager's name |               |              |          |
| Post title          | Exams Officer | Dept/country | Botswana |
| Signature           |               | Date         |          |
| Name                |               |              |          |
| Signature           |               | Date         |          |