

Job Description

Job Title	Exams Invigilator		
Location of post	Almaty	Pay Band	Hourly paid
Reports to	IELTS administrator	Duration of job	On demand

Purpose of job:

- To provide and maintain an appropriate working environment for staff and candidates which is safe, comfortable, attractive and conducive to efficiency and which makes a positive statement about British Council to clients and customers.
- To maintain security and confidentiality of exams procedures, exams materials before, during and after the test according to awarding body and quality compliance assessment' requirements and policies.

Context and environment:

Work hours – on demand according to IELTS schedule. Work is regulated by civil contract. The post can be located in 10 different locations in Kazakhstan – as stated above. Exams invigilator reports to IELTS test centre administrator. Ability to travel is mandatory.

Accountabilities, responsibilities and main duties:

- Report promptly to test venue at agreed time. In case of any delays or if unable to get to the test venue, inform the appropriate test day or British Council Examinations Services staff in a timely manner.
- Follow all relevant standards & procedures, based on training and reference materials provided by the British Council Examinations Services and the relevant Exam Boards.
- Maintain British Council Examinations Services standards of customer care on the test day.
- Inspect the venue to ensure that arrangements meet agreed requirements and standards.
- Confirm to British Council administrator that necessary equipment, material for candidates, signage, branding and seating arrangements and plans are in place and ready to use as required
- Confirm to British Council administrator that special arrangements are provided as required.
- Be familiar with the emergency procedures for the test day venue and ensure all venue staff are briefed accordingly.
- Actively monitor candidates and invigilators during tests to make sure that there is no violation of test conditions.
- Supervise staff to ensure they carry out their respective duties and adhere to the Code of Practice.
- Ensure that the test day material is handled securely, confidentially and is accounted for in line with British Council and Exam Board requirements at all times.
- Ensure that all test day records are completed and maintained accurately as required by British Council Examinations Services.
- Ensure that relevant guidelines and policies are applied and followed in the areas of: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, and Anti-Fraud.
- Report issues that arise on the test day to the British Council administrator

- Report any incidents, emergencies or breaches of security to the appropriate British Council Examinations Services staff. Role Profile
- Promote and ensure the wellbeing of candidates at all times. In case of emergencies, ensure that correct procedures are followed and involve appropriate authorities as required.

Training and development:

- Attend all briefing and training sessions as requested by the British Council Examinations Services Centre.
- Complete all mandatory training modules: Information Management, Child Protection, Safety and Security, Fraud Awareness, Equality, Diversity and Inclusion.
- Identity, Police and Finance Checks as required as well as 3 references.

Personal and professional development

- You will be paid on an hourly paid basis.
- You may be required to work weekends (Saturdays and /or Sundays), public holidays, extended hours in the early morning or late evening, as this is when many examinations take place. You must have the flexibility to work beyond the prior agreed work schedule.
- Supervisors may be required to travel, including overnight stays. During the recruitment process you will be asked to indicate your willingness to travel.
- You are required to be very vigilant when observing candidates in the exams room.
- You must be able to legally work in the country of appointment.
- British Council pre-recruitment checks will be required for shortlisted candidates, including background checks & police verification

Please specify any passport/visa and/or nationality requirement.	Kazakhstan Passport holder
Please indicate if any security or legal checks are required for this role.	3 references from previous job/place of study are required Clean data on debt history is required Clean police check record is required

Person Specification

	Essential	Desirable	Assessment stage
Behaviours Creating Shared Purpose Connecting with others Working together Being accountable Making it happen Shaping the future	<p>Communicating an engaging picture of how we can work together</p> <p>Actively appreciating the needs and concerns of myself and others</p> <p>Establishing a genuinely common goal with others</p> <p>Delivering my best work in order to meet my commitments</p> <p>Delivering clear results for the British Council</p> <p>Looking for ways in which we can do things better</p>	<p>Ensuring that others benefit as well as me</p> <p>Putting the needs of the team or the British Council ahead of my own</p>	Interview for all
Skills and Knowledge	<p>Computer literacy (Word, Excel, Outlook, Access, Power Point, Internet explorer). Level: competent user.</p> <p>Language proficiency: Good Russian and Kazakh, fluent English - estimated level - IELTS band 6 - 6.5</p>	<p>Good knowledge of exams section on www.britishcouncil.kz is required.</p>	Short listing and/or Interview

Submitted by	Exams Manager	Date	September 2018
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