

**Job Description**
**Ref no:**

Job Title	Invigilator		
Directorate or Region	SSA	Department/Country	Exams/ Mauritius
Location of post	Mauritius	Pay Band	N/A
Reports to	Exams Manager	Duration of job	1 year starting in May 2015 (available Monday to Saturday)

***Purpose of job:***

Invigilate for IELTS, Cambridge English Language Assessment and other examinations according to exams board and Quality Compliance Audit (QCA) in Mauritius;

- Provide support to the administration and implementation of audit requirements
- Provide information and excellent customer service
- Administrative work for exams department

The post holder should be able to deal with more complex information/ enquiries, have excellent customer care, interpersonal skills, team working spirit and able to meet deadlines to a schedule. He or she should also be computer literate.

***Context and environment:***

This postholder will contribute to the administration of examinations activity for British Council Mauritius examinations team. The post holder should expect to invigilate new and existing examinations in any of these products: IELTS, Professional, University & Cambridge English Language Assessment.

***Accountabilities, responsibilities and main duties:***

Exams Specific duties will be as outlined below:

- Be available at the assigned date and time to invigilate for the exam
- Be Punctual
- Classroom or venue hall is set as per exams requirement
- Ensure that the Supervisor's instructions are followed fully and efficiently
- Candidate Admission Letters and valid IDs (passport, National ID) are checked at the Registration Desk, before entering the hall and again if a candidate leaves the hall to go to the washroom
- IDs remain on the desk throughout the exam
- Ensure that all candidates assigned to you complete their Listening, Reading and Answer Sheets (OMR's) accurately and any queries are attended to professionally and efficiently (with minimum or no disturbance to the other candidates)
- Ensure scripts are not removed from the test centre
- No candidate is allowed outside the exam hall (after the exam), until all the question papers and answer sheets are counted and confirmed to the Supervisor
- All suspected breaches of security should be immediately reported to the Supervisor
- Any candidate suspected of malpractice should not be disrupted but the Supervisor should be informed immediately
- You should not invigilate for candidates you have taught or who are personally known to you. Such cases should be immediately reported to the Supervisor
- All data related to the candidate and to the examination is not to be disclosed or discussed with

anybody

- You must not look through the question papers and the security of the exam should be maintained at all times
- You must not leave papers and other examination material unattended at any time
- You should submit your time-claim to the Exams Staff by the agreed deadline each month
- Please do not use any British Council phones for personal purposes. Any personal call, if absolutely necessary, can be made by asking the Exams Team permissions
- During Invigilation, no personal calls should be made and no personal work is permitted
- British Council offices, desks etc. should not be used without express permission from exams staff
- All timetables are allocated in advance and Exams Manager is kept informed about this each month. Any clarification regarding this should be addressed to Exams Manager directly
- Complete a Supervisor's report for all examinations
- Please refrain from using photocopiers for personal use. This should only be used for official purposes, and BC Exams staff should be kept informed when doing so
- All equipment should be handled with care
- Attend training and meeting when required
- Complete the mandatory training by set deadline

**Key relationships:**

*Internal:*

- Examinations Team
- Examiners
- Colleagues within the office
- Educational Institutions

*External:*

- Supplier Schools
- Candidates
- Professionals

**Other important features or requirements of the job**

Examinations work requires occasional (or sometimes regular) work outside conditioned hours, for example in the evenings or at weekends. Working hours will be based upon the start time and end of Exams – working week will run from Monday to Friday and occasional Saturdays.

Please specify any passport/visa and/or nationality requirement.	Right to live and work in Mauritius
Please indicate if any security or legal checks are required for this role.	Morality Certificate required for all in the employment of BC Mauritius  Reference checks: 2 Referees should be given at the time of application.  Child Protection: No criminal record, a morality certificate will be required from invigilators. The Child Protection Training must be followed and a child declaration must be signed.

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Working together (Essential)</li> <li>Being accountable (Essential)</li> <li>Making it happen (Essential)</li> <li>Connecting with others (Essential)</li> </ul>	<ul style="list-style-type: none"> <li>Creating shared purpose (Desirable)</li> </ul>	<ul style="list-style-type: none"> <li>Interviewing</li> <li>Interviewing</li> <li>Interviewing</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Computer skills (Level 1)</li> <li>Communications (Level 1)</li> </ul>		<ul style="list-style-type: none"> <li>Shortlisting &amp; Interviewing</li> <li>Interviewing</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous work experience in education, Exams or English language</li> </ul>		<ul style="list-style-type: none"> <li>Shortlisting &amp; interviewing</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum Higher School Certificate</li> </ul>		<ul style="list-style-type: none"> <li>Shortlisting</li> </ul>

Submitted by	Zareen Phutully	Date	15 April 2015
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