

Role Profile
Ref no: 17/02/157

Job Title	Invigilator – Based in Dhaka, Chittagong, Sylhet, Rajshahi, Khulna
<p>Purpose of job To ensure that any test administered by the British Council runs smoothly on the test day/s and that all assigned test day duties and standards are met.</p> <p>Context and environnement: The British Council provides access to English Language and other UK qualifications through its Examinations Services. The UK qualifications and assessments that we provide have the power to change people's lives, enabling them to access life, study or work opportunities overseas or in their own countries. Qualifications and examinations are one of the most powerful drivers of improvements in teaching, learning and professional practice.</p> <p>The British Council Examinations Services administers a wide range of UK exams on behalf of UK based Exam Boards and awarding bodies. These include English proficiency exams such as IELTS, Cambridge English and Aptis, school exams such as IGCSE, O and A levels for Cambridge International Examinations (CIE) and a range of professional and university qualifications such as ACCA (accounting).</p> <p>In Bangladesh we run exams in Dhaka, Chittagong, Sylhet , Narayanganj, Gazipur, Rajshahi, Dinajpur, Rangpur, Shirajganj and Khulna.</p> <p>As an Invigilator, you will be part of a wider team of exams venue staff expected to support the delivery of a variety of tests in various locations. You will be required to work very closely with British Council Examinations Services staff, other venue staff and venue service providers to ensure the test days run smoothly.</p> <p>Accountabilities & Responsibilities:</p> <p>You will be accountable for maintaining the integrity and reputation of the British Council and the various examination boards by ensuring that tests are delivered to prescribed standards for customer service, security and administration. You will also be accountable for promoting a positive image of the British Council by providing a high standard of customer care on the test day.</p> <ul style="list-style-type: none"> • 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. • Enable good customer flow by giving candidates clear direction and answering their enquiries. • Ensure that candidates follow the agreed exam procedures regarding the location and security of their belongings. • Conduct candidate entry, exit, identity checks and Test Day Photography procedures according to exam requirements. • Ensure special arrangements are provided as required. • Be familiar with the emergency procedures for the test day venue. • Invigilate examinations to the standard required by the British Council Examinations Service and the relevant Exams Boards. • Actively monitor candidates during tests to make sure that there is no violation of test conditions. • Support the supervisor to ensure that candidates have a positive and consistent test day experience and a positive image of the British Council. 	

- Ensure all material is accounted for and handed over securely to the supervisor.
- Complete and maintain accurate records of exam assignments. Complete all reports, logs and claims accurately as required by British Council Examinations Services.
- Follow all relevant guidelines and policies in the areas of: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, and Anti-Fraud.
- Report any incidents, emergencies or breaches of security to the appropriate test day supervisor.
- Work with the test day supervisor to promote and ensure the wellbeing of candidates at all time. In case of emergencies, follow correct procedures.
- Additional duties in line with the role may be required.
- Attend all briefing and training sessions as requested by the British Council Examinations Services Centre.
- Complete all mandatory training modules: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, Anti-Fraud, Invigilator on line training, Identity Checks as required.

Key relationships

External

- Students
- External venue staffs

Internal

- Chief Invigilator/ Deputy Chief Invigilator
- Exams Duty Officer
- Test Day Management Team
- Other Exams Staffs

Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment etc)

- The post holder will understand the importance of child protection and ensure that policies and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with BC Child Protection policies.
- The post holder may be required to work on 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.
- May be required to travel, including overnight stays. The majority will not have this requirement. During the recruitment process you will be asked to indicate your willingness to travel.
- The post holder required to be very vigilant when observing candidates; to watch and hear what is going on in the exams room.
- Although there may not be a prescribed uniform for your contract for service, while carrying out your duties, you must always be dressed in line with the cultural expectations of the country you are working in and your position in accordance with your role as representing the British Council. However, it is recommended that you wear soft comfortable shoes. Noisy shoes and distracting jewellery are not permitted.

Please specify any passport/visa and/or nationality requirement.

Bangladeshi passport holder or legally entitled to work in Bangladesh

Please indicate if any security or legal checks are required for this role.

Police Clearance Certificate from Bangladesh police

“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”

“The British Council is committed to a policy of equal opportunity. Our policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, disability, ethnicity, religion or marital status. We guarantee an interview to disabled candidates who meet the essential criteria”

Person Specification

	Essential	Desirable	Assessment stage
Skills and Knowledge	Language Proficiency: Minimum IELTS band 6 or APTIS B2 or O Level Grade C in English.	Punctual and reliable. A good working knowledge of spoken and written English. Good attention to detail. Customer service and people skills. Basic computing skills.	Short listing
Experience		Working in similar role/ education sector.	Interview
Qualifications	Graduate/ Bachelor degree		Short listing

Submitted by	Recruitment Team	Date	February 2017
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