

## TERMS OF REFERENCE

Title	Invigilator
Role Type	Hourly Paid
Period	2 Years (renewable)
Location	Dhaka, Chattogram, Sylhet & Kumilla
Reports to	Manager- Test Day Planning and Management

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

### **Purpose of the role**

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.

### **Background**

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 Assessment International Education (CAIE), IELTS and a range of professional and university qualifications such as ACCA (accounting).

In Bangladesh we run exams in Dhaka, Chittagong, Sylhet, Narayanganj, Gazipur, Rajshahi, Dinajpur, Rangpur, Shirajganj and Khulna.

### **Main opportunities for this role**

- Scope of being part of a wider team of exams venue staff expected to support the delivery of a variety of tests in various locations
- 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.

### **Key tasks:**

- 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.

**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.

***“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”***

### **Profile/requirements**

<b>Key Relationships</b>	External: Students, External venue staffs. Internal: Chief Invigilator/ Deputy Chief Invigilator, Exams Duty Supervisor, Test Day Management Team, Other Exams Staffs
<b>Role Requirements</b>	Bangladeshi passport holder or legally entitled to work in Bangladesh. ID, local police record check, qualification and reference checks are required.  This post holder has a scope to work with children directly and indirectly. Therefore, s/he needs to understand the importance of child protection and ensure that Child Protection policy and procedures are in place to offer maximum protection of children and young people at all relevant events and activities and will ensure compliance with British Council Child Protection policy.
<b>Qualifications</b>	Studying in or completed graduation from a reputed educational institution
<b>Language requirements</b>	Fluent in both Bangla and English. Shortlisted candidates may need to sit for an English language proficiency test.
<b>Role Specific Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Must be aged 20 years or above.</li> <li>▪ Ability to work in a diverse team and cope with changes and complex situations while being able to carry out instructions carefully.</li> <li>▪ Punctual and reliable in duties.</li> <li>▪ Have the confidence to speak up.</li> <li>▪ Excellent planning and organising skills.</li> <li>▪ Have the technical know-how to operate basic technology/ computing skills including internet.</li> <li>▪ Highly committed with strong attention-to-detail.</li> <li>▪ Highly committed</li> <li>▪ Ability to carry out instructions carefully</li> </ul>
<b>British Council Core Skills</b>	<ul style="list-style-type: none"> <li>▪ <b>Communicating and influencing (Level 2)</b> Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different</li> </ul>

	<p>people/audiences.</p> <ul style="list-style-type: none"> <li>▪ <b>Using technology (level 2)</b> Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</li> <li>▪ <b>Planning and Organising (Level 1)</b> Able to plan own work over short timescales for routine or familiar tasks and processes.</li> </ul>
<b>British Council Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Making it happen (essential):</b> Delivering clear results for the British Council</li> <li>▪ <b>Working Together (essential)</b> Establishing a genuinely common goal with others.</li> <li>▪ <b>Accountability (essential):</b> Delivering my best work in order to meet my commitments</li> </ul>

**Closing Date: 10 November, 2018**