

Job Description - Exam Invigilator

Post Title	Exam Invigilator
Purpose:	<ul style="list-style-type: none"> • The invigilation of school and public examinations. • The proper conduct of examination sessions in the presence of the candidates, maintaining security of the assessment process. • Being vigilant and supervising candidates at all times to prevent cheating and distractions. • Contributing to the overall ethos, work and aims of the school.
Reporting to:	Examinations Officer – L Dixon
Responsible for:	<ul style="list-style-type: none"> • To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and School regulations and instructions • To have a key role in upholding the integrity and security of the examination/assessment process
Liaising with	Headteacher, Senior Leaders Heads of year, and Pastoral team.
Working time:	Ad Hoc During school exam series by mutual agreement with the examinations officer.
Salary / Grade:	NJC GR1 SCP 2 – £11.59 per hour
Disclosure level:	Enhanced DBS

Main (Core) Duties	
Operational / Strategic Planning	<ul style="list-style-type: none"> • Establish and maintain good relationships with all students, and other professionals. • Be aware of information issued by JCQ such as 'instructions for the conduct of examinations', 'checklist for invigilators', 'notice to candidates' and the 'warning to candidates'. • Assist in the setting up of exam venues as per JCQ requirements. • Assist in the evacuation of the examination room in the case of emergency as per school and JCQ policies and procedures. • Report as required any incidents of unacceptable behaviour or issues of concern to the exams officer. • Ensure the proper conduct of the examination as per JCQ and school requirements including the following points: <ul style="list-style-type: none"> • To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined. • To warn candidates that any unauthorised materials must be handed in. • To ensure that only authorised persons are allowed access to the exam room. • To ensure that each candidate in the examination room can be observed by an invigilator at all times.

	<ul style="list-style-type: none"> • To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour. • To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as: <ul style="list-style-type: none"> • Candidates who need to leave the room temporarily (must be accompanied by a member of staff). • Candidates in need of medical attention. • Concern regarding unusual activity or materials. • To collect all scripts, question papers and unused stationery before candidates leave the examination room. • To ensure that staff do not remove question papers from the examination room until the end of the examination session.
Before Exams	<ul style="list-style-type: none"> • Report to and be briefed by the exams officer and/or exams assistant prior to each exam session • Keep confidential exam question papers and materials secure before, during and after exams • Ensure exam rooms are set up according to the requirements • Admit candidates into exam rooms under formal exam conditions • Identify candidates and seat candidates according to the required arrangements • Distribute the correct question papers and exam materials to candidates • Instruct candidates in the conduct of their exams • Deal with candidate questions • Start exams
During Exams	<ul style="list-style-type: none"> • Supervise and observe candidates at all times and be vigilant throughout exams • Keep disruption in exam rooms to a minimum • Deal with emergencies or irregularities effectively • Record/report any incidents, disruption or irregularities • Complete attendance registers • Deal with candidate questions according to the regulations
After Exams	<ul style="list-style-type: none"> • Instruct candidates in finishing their exams and collect exam scripts and exam materials • Dismiss candidates from the exam room • Check candidates' names on scripts, match the details on the attendance register • Securely return all exam scripts and exam materials to the exams officer
Other Tasks	<ul style="list-style-type: none"> • Undertake training, update and review sessions as required • (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year • Undertake, where required and where able, other duties requested by the exams officer, for example: <ul style="list-style-type: none"> ○ centre supervision of exam timetable clash candidates between exam sessions

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| | <ul style="list-style-type: none">○ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)○ other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check' |
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Person Specification – Exam Invigilator

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Experience of working with young people. 	<ul style="list-style-type: none"> Experience of working in a school or similar establishment. Experience of working in a busy administration environment. Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and Skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with students and colleagues. Ability to work constructively as part of a team, understanding school roles and responsibilities. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students. Good standard of numeracy and literacy skills. Ability to absorb and understand a wide range of information. 	<ul style="list-style-type: none"> Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation. Ability to use basic IT software packages, equipment and other resources effectively. 	Application form Letter of application References Interviews
Personal qualities		
<ul style="list-style-type: none"> Able to follow directions from the line manager. Initiative and ability to work when under pressure. Able to work flexibly and respond to unplanned situations. Able to appropriately deal with confidential information. Efficient and meticulous in organisation. Desire to enhance and develop skills and knowledge through CPD. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. 		Application form Letter of application References Interviews

<ul style="list-style-type: none">• Commitment to the school's ethos, aims and its whole community.		
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