



STRATFORD GIRLS'
GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Shaping Futures

Invigilator Job Description

Reporting to: Examinations Manager

Hourly pay rate: £13.47/hr plus holiday pay

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

General requirements

- Experience of invigilation is not required as full training in the role and duties of an invigilator will be provided face to face and online
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Invigilators will be required to be on their feet for periods of time and move around the exam room frequently

An ideal candidate will:

- be available during school term time and the hours of 8am to 5pm (these hours can vary)
- be reliable, flexible, enthusiastic, well-organised and readily available during the main exam periods – November/December, January, April/May/June
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- work well under pressure
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, Word, mobile phone messaging etc.)

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Stratford Girls' Grammar School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the Exams Manager 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
- Give full attention to conducting the examinations properly
- 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

- 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

- 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
- Package exam scripts ready to send to the exam board
- Securely return all exam scripts and exam materials to the Exams Manager as required
- Tidy the exam room at the end of an exam session

Other tasks

- Undertake Exams Office and Safeguarding training
- Attend update meetings as required
- Invigilate other exams/tests throughout the year as requested by the Exams Manager
- Undertake, where required and where able, other duties requested by the Exams Manager, for example:
 - centre supervision of exam timetable clash candidates between exam sessions
 - 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'

Stratford Girls' Grammar School is committed to safer recruitment of staff and employment will be subject to enhanced clearance by the Disclosure and Barring Service, receipt of satisfactory references. All staff are required to comply with a Code of Conduct for school staff.