

## Support Staff: Job Description and Person Specification

Position Title	Exam Invigilator
Reporting to	Exams Officer
Hours	Casual
Grade/Point Range	B4

**This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.**

### **Summary of Role:**

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities;
- b) ensure the security of the examination before, during and after the examination;
- c) prevent possible candidate malpractice;
- d) prevent possible administrative failures." [JCQ [ICE](#) 2024/25, section 12]

### **Main Duties and Responsibilities:**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the College/ Schools' instructions.
- To play a key role in upholding the integrity of the examination/assessment process.

### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session.
- To keep confidential exam papers and materials secure before, during and after exams.
- To ensure exam rooms are set out according to the instructions.
- To admit candidates into exam rooms.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries.
- To start exams.

### **During exams**

- To supervise and observe candidates at all times and remain vigilant throughout exams.
- To keep disruption in exam rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruption or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

### **After exams**

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts and match the details on the attendance register.
- To securely return all exam scripts and exam materials to the exams officer.

### **Other**

- To attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the exams officer, for example:
  - supervision of exam timetable clash candidates between exam sessions.
  - access arrangements for candidates, for example as a reader, scribe etc (full training will be provided).

### **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

## Person Specification

Criteria	Essential	Desirable
Professional Qualifications and Learning	<ul style="list-style-type: none"> <li>• English and Maths basic skills</li> <li>• Eligibility to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Basic experience and knowledge of computers</li> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an education setting and/or exam invigilation</li> <li>• Knowledge of relevant codes of practice and school policies</li> </ul>
Skills & Attributes	<ul style="list-style-type: none"> <li>• Proven ability to communicate effectively at all levels</li> <li>• Strong organisational and planning skills</li> <li>• Ability to work on own initiative and to meet deadlines</li> <li>• Reliable and trustworthy</li> <li>• Ability to be confident and to be a reassuring presence in an exam environment</li> <li>• Ability to remain calm, especially when under pressure</li> <li>• Ability to work effectively as part of a team and work collaboratively with children and adults</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to solve problems and find creative solutions</li> <li>• Awareness to and commitment to equality issues</li> </ul>
Additional	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• A highly professional approach to their work</li> <li>• Embodies the Trust's vision and values</li> <li>• Be flexible and have good availability throughout the academic year to invigilate for both internal and external exams, both of which are run according to JCQ regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people</li> </ul>

	<ul style="list-style-type: none"><li>• Willingness to engage in training relevant to the role and in order to meet health &amp; Safety and safeguarding requirements</li></ul>	
You will be required to declare whether you have any current maladministration/ malpractice sanctions applied against you		

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).