

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

Exams Invigilator

0 Hours Contract
G2-04, £14.39 per hour

Job Description

The role

- To be responsible for conducting examinations in the presence of candidates.
- To uphold the integrity of the examination and assessment process.
- To ensure that the examination is conducted according to JCQ requirements.
- Prevent possible administrative failures.
- Prevent possible candidate malpractice.
- Ensure the security of the examination before, during and after the examination.
- Ensure all candidates have an equal opportunity to demonstrate their abilities.

Key responsibilities

- To keep exam papers and materials secure at all times.
- To ensure the exam rooms are set out to JCQ standards.
- Check seating plans against the room layout.
- Identify, seat and instruct candidates in the conduct of their exams.
- Admit candidates to the room, checking for any unauthorised materials.
- Distribute exam papers and materials to candidates.
- Deal with candidate queries without providing specific help or guidance.
- Supervise candidates at all times and remain vigilant throughout exams.
- Ensure that candidates do not communicate in any way.
- Record and report any irregularities.
- Complete necessary paperwork as required.
- Collect exam scripts, adhering to procedures.
- Dismiss candidates from the exam room.
- Return exam scripts and other secure materials to the Exams Officer, ensuring security at all times.
- Clear the exam room ready for the next session.
- Attend all training sessions and completing online training as requested.
- To be prepared to invigilate 'on screen' tests.
- Undertake other duties under the request of the Exams Officer / Senior Leader e.g. supervision of clash candidates, providing support for candidates with Access Arrangements; reader, scribe, prompter.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Requirements

- Excellent communication skills
- Professional approach and dress
- Ability and willingness to work under the guidance of the Exams Officer
- Ability to work in a busy environment
- An appreciation of the school environment and the social and learning needs of pupils
- Excellent organisational skills
- Be calm, confident and professional at all times
- Be passionate about working with young people
- A willingness to work within the school's guidelines and procedures
- High attention to detail
- Ability and willingness to follow instructions
- Excellent attendance, punctuality and organisation
- Ability to communicate effectively with staff and pupils
- Understands confidentiality and working in line with GDPR and JCQ requirements
- Flexibility to work during the exam seasons, as required throughout the year, in particular December, May and June
- A commitment to the welfare and safeguarding of children and young people
- A commitment to equal opportunities

Whole School Organisation

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Safeguarding and Well-being of Pupils

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.

Professional Development

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.