

# The Westgate School

## Job Description

### Examination Invigilator

**Responsible to:** Examinations Officer

#### Main purpose of the job

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination and assessment process.

#### Main job functions. The post holder will effectively:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Westgate School's regulations and requirements.

##### Before examinations

- Report to and be briefed by the exams officer 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 examination 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 according to the regulations
- Start exams

##### During examinations

- Supervise and observe candidates throughout the time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination 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 examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

##### Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of examination timetable clash candidates between examination 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'
- Any other administrative duties relating to exams as requested by the Exams Officer

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and *General Data Protection Regulation (GDPR)* (2018).

### **Safeguarding Children**

*The Westgate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undertake child protection screening, including an Enhanced DBS check, Children's Barred List check and past employer checks. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. We are an equal opportunities employer under the provision of the Equality Act 2010.*

### **Freedom of Information**

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

### **No Smoking / Intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.