

Job Description

Exam Invigilator

Job Category: Support Staff

Reports to: Data and Examinations Manager

Line Manages: n/a



Purpose of the Role

To ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

Key Duties and Responsibilities

All responsibilities, tasks and duties to be carried out in line with school guidelines and policies

- To supervise candidates' entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To return completed exam papers, exam scripts and exam stationary to a secure area at the end of an examination

The Invigilator's role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator, and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an opportunity to demonstrate their abilities
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Exams Coordinator if they have any concerns about the exam process.

Access arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.

The role of invigilator can be combined with the role of prompter, reader and/or scribe.

Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier
- A practical assistant
- A reader/computer reader
- A sign language interpreter
- Scribe/speech recognition technology

General

- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.