

## Job Description

<b>Post Title</b>	<b>Examination Invigilator</b>
<b>Location</b>	<b>Heanor Gate Spencer Academy</b>
<b>Salary</b>	<b>NJC4</b>
<b>Hours of work</b>	<b>Casual</b>
<b>Reporting to</b>	<b>Exams Manager</b>

## Main Duties and Responsibilities

### All support staff at Heanor Gate Spencer Academy are required to:

- Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan
- Work term time/main exam periods
- Undertake professional development activities to enhance personal development and job performance, through provision of training and mentoring
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in appropriate meetings with staff and senior management
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and respond positively to new and alternative systems
- Adhere to school policies on equality and diversity
- Use all Trust standard computer hardware and software packages where appropriate

### General duties and responsibilities:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- 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

### An ideal candidate will:

- Be reliable, flexible and readily available during main exam periods
- Have effective communication and literacy skills and good interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)

### Main duties:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Heanor Gate Spencer Academy 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 exam office staff 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
- Ensure candidates are sat in accordance 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
- Facilitate access arrangements including (but not exclusively) scribing and reading on behalf of specified students (full training will be provided)

**After exams:**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Securely return all exam scripts and exam materials to the exams officer

**Other tasks:**

- Undertake in person training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
- centre supervision of exam timetable clash candidates between exam sessions
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

**General:**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date