



Job Description

Title: Exam Invigilator

Responsible to: Examinations Officer & Assistant Head Academic

Job Purpose:

To maintain the security of external examinations by supervising candidates and ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. The invigilator has a key role in ensuring that all candidates have an equal opportunity to demonstrate their abilities and to prevent possible malpractice or administrative failure.

Main responsibilities:

- To be fully aware of the regulations according to the JCQ booklet: "The Instructions for Conducting Examinations".
- To assist with laying out of candidate desk labels in accordance with the seating plan.
- To issue the correct question papers to candidates.
- To display the necessary timings for the exams.
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- To escort candidates who need to leave the room temporarily.
- To know the actions to be taken in the event of an emergency such as an emergency evacuation.
- To ensure that candidates receive any extra time allowance to which they are entitled.
- To inform the Exams Officer of any suspected malpractice.
- At the end of the examination, to collate all scripts in candidate number order.
- To escort any candidates required to be in isolation between consecutive exams.
- Identify and undertake any other job-related activities as requested appropriate to the post to meet the changing needs of the School.

Skills, knowledge and experience:

Essential:

1. Able to work well in a team and communicate effectively.
2. Excellent time-keeping.
3. Able to follow written procedures to carry out tasks.
4. A good level of spoken and written English.
5. Organisational skills and a calm nature in order to ensure that the examinations are held in accordance with the Qualifications and Curriculum Authority (QCA) guidelines.
6. Flexibility over working hours.

Desirable:

7. Previous experience of working as an Exam Invigilator.

Terms and conditions:

- Once appointed, the invigilator will be called upon as and when required by the Examinations Officer. The invigilator's exact working hours will then be determined according to their availability for the timetabled examinations as advised to the Examinations Officer.
- Morning exams normally commence at 09.00am and afternoon exams at 2.00pm.
- The invigilator will be required to arrive at the Exams Office one hour prior to the exam session for instructions.
- You may only claim for the hours that you work and claim to the nearest quarter of an hour.
- At the end of the exam and after helping to collect the papers the senior invigilator will check and pack the papers with one other nominated invigilator from the room. Other invigilators can leave at that time.
- You will be paid for a minimum of 2 hours.
- You must attend training sessions as required by the Exams Officer.
- You must attend School if required to keep your DBS clearance up to date.
- You must perform all of your duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.