

# Job description

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Exam Invigilator



## Job Title:

Exam Invigilator

## Salary:

£12.71 per hour, plus holiday pay

## Contract:

Casual contract

Variable hours, started at 8:15am for morning session, 1:00pm for afternoon session

## The Role:

- To ensure that examination regulations are adhered to.
- To ensure that there is a calm environment in which candidates can feel relaxed and confident. This includes helping to make sure the right candidates are in the right places, issuing them with the correct papers, giving out vital information and ensuring they have the materials they need to perform to the best of their ability.

# Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

- To set up and prepare examination rooms.
- To ensure all candidates receive appropriate examination question papers and answer papers in accordance with the examination board requirements.
- To be aware of any needs that candidates may have during an examination.
- To ensure candidates follow the examination regulations as laid out in the JCQ guidelines.
- To check and record candidate attendance during examinations.
- To verify examination seating plans.
- To ensure no inappropriate items are brought into the examination room, e.g. mobile phones, revision notes or other paperwork unless told otherwise.
- To ensure there is no talking or disruption for the candidates once inside the examination room.
- To invigilate the examinations, deal with any query raised by candidates and deal with any examination irregularity in accordance with the JCQ examination guidelines.
- To record details of late arrivals or any other incident which may arise during an examination.
- To collect and collate answer papers in candidate number order at the end of the examination.
- To maintain the security and confidentiality of the examination.
- To assist in other activities as may reasonably be required by line manager.

**Additional Information:**

## Starting Times

- Invigilators need to be at school at 8:15am for a morning session and 1:00pm for an afternoon session.
- Exam lengths vary between 1 and 4 hours, with some finish times after the normal school day ends. Invigilators are used for both internal & external examinations at Sandringham from Year 10 to Year 13.

## Training

- New invigilators receive on-the-job training during school internal exams to familiarise them with the role and are then required to attend a half day training session.
- Feedback and regulation update meetings for established invigilators take place in the early part of the autumn term and in the late spring term. Invigilators must also complete Safeguarding & Prevent mandatory training.

## Exam Regulations

For general qualifications, all Centres must work to the regulations laid down by the Joint Council for Qualifications (JCQ) in the Instructions for Conducting Examinations document. A copy of this will always be available in each Exam Room during an exam session, but can also be viewed at, or downloaded from, the JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)).

## Access Arrangements

Some candidates are entitled to specific arrangements (e.g. extra time, reader, use of word-processor etc) and full training about how we meet these needs is provided to new invigilators.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

# Person Specification:

Criteria	Details	Essential	Desirable
<b>Qualifications and training</b>	GCSE or equivalent in Maths and English or work related evidence of competence in these subjects	✓	
<b>Experience</b>	Previous experience of working in a school environment, invigilating/supervising examinations and working with young people		✓
	Experience of undertaking tasks in a responsible and organised manner	✓	
<b>Skills and knowledge</b>	Ability to communicate with candidates and members of staff clearly and accurately	✓	
<b>Personal qualities</b>	Have high accuracy and attention to detail	✓	
	Have a flexible approach to work	✓	
	Ability to work to set instructions	✓	
	Ability to work either as part of a team or independently	✓	
	Be reliable and punctual	✓	
	Ability to keep calm under pressure or during unexpected circumstances	✓	
	Ability to act on own initiative, dealing with any unexpected problems that may arise	✓	
	Willingness to maintain confidentiality on all school issues	✓	



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