



## *Commitment to others, Commitment to learning.*

**Chronicles 28:20** *Be strong and courageous, and do the work.*

*Do not be afraid or discouraged, for God is with you.*

### **Job Description**

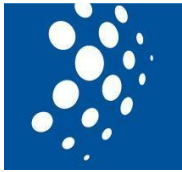
|                        |  |
|------------------------|--|
| Job Title              | <b>Exams Invigilator</b>   |
| Grade & Salary Range   | Grade 5, Scale Point 7   |
| Hours                  | Casual during examination and mock examination times   |
| Contract Type          | Zero hours   |
| Reporting To           | Exams and Data Manager   |
| Additional Information | The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children.<br>An Enhanced DBS will be required. |

### **Job Purpose**

To ensure the smooth, fair, and consistent conduct of all internal and external examinations in strict compliance with Joint Council for Qualifications (JCQ) guidelines, maintaining a regulated environment that offers candidates the best possible opportunity to perform at their best.

### **Key Responsibilities**

- Support the examinations team with the day-to-day operation of examination venues ensuring that exams are conducted within the guidelines set down by the JCQ and The Oxford Academy
- Undertake training to become familiar with JCQ guidelines
- Set out examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Keep exam papers and materials secure at all times
- Closely follow and implement examination procedures and regulations
- Help to organise students at the start and end of each exam. Ensure students enter the exam room under exam conditions. Identify, seat and instruct candidates on the conduct of their exams
- Provide the correct information and material for successful completion of the exam
- Invigilate during the examination, deal with queries raised by candidates and deal with any examination irregularities in accordance with established procedures
- If invigilators suspect malpractice is taking place they should refer the matter to the lead invigilator who should in turn refer the matter immediately to the Examinations Officer
- If there is a disturbance to the exam, the lead invigilator will deal with the situation however, another invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board - the exams office should also be contacted immediately



- It is important to be vigilant and keep disruption of candidates to a minimum, including when dealing with requests for additional paper, toilet breaks etc
- Escorting candidates on toilet breaks and ensuring no unauthorised material is consulted and that examination regulations are observed
- Ensure that candidates have completed booklets accurately at the end of the examination, collect papers and spare equipment continuing to ensure examination regulations are adhered to
- Organise completed examination papers into correct order and complete attendance registers required of examination board
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
- Supervise candidates leaving examination venues, ensuring candidates do not remove equipment
- Report any incidents
- Undertake other duties appropriate to the grading of the post

**Other examination processes may include**

- Assisting with the packing of examination papers, stationery and equipment prior to the exams and delivery to and from venues as appropriate
- Assisting with the preparation of seating plans
- Scribing for students with special educational needs
- Read for students with special education needs

**General Duties:**

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

*The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

*This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.*



The  
**OXFORD**  
Academy





## Personal Specification

### Exams Invigilator

|                          | Essential   | Desirable   |
|--------------------------|---|---|
| Experience and knowledge |   | Experience of administering examinations<br><br>Knowledge of examination processes<br><br>Awareness of and compliance with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection |
| Skills                   | Numeracy and literacy skills required to fulfill the duties of the role<br><br>Must be able to use judgement when responding to candidates queries during examinations in accordance with the examination regulations.<br><br>Able to show initiative to resolve problems e.g. arising from the needs of the candidates.<br><br>Interpersonal and communication skills required to impart information clearly to candidates and members of staff.<br><br>Accuracy and attention to detail |   |
| Behaviour Skills         | Sensitivity   |   |