

JOB DESCRIPTION

<u>Job Title:</u>	Exams Invigilator
<u>Reports to:</u>	Examinations Officer
<u>Grade:</u>	£14.22 per hour (plus holiday allowance)
<u>Hours:</u>	Casual Hours during Exam periods

Purpose of the role:

As an exam invigilator your role and responsibilities will include:

- Ensuring a calm environment which will give students the best possible opportunity to be successful in their exams.
- Helping to organise students at the start and end of each exam.
- Helping to provide the correct information and material for successful completion of the exam.
- Helping to ensure that the conduct of the exam takes place within the guidelines set down by the examination board and the school's Examination Policy.
- Being vigilant, whilst not disrupting the candidates.
- Reporting in the event of any discrepancy or irregularity in the progress of an examination directly to the examination officer.
- At the end of examinations to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
- Collecting exam scripts in order, by candidate number

Specific responsibilities:

Standard responsibilities before exam

- Putting out papers – these can be put out before students enter the room.
- Checking Exam Desk condition; noting any graffiti or problems.
- Follow instructions of the Exam officer.
- Phones – must be switched off.
- Attend all Invigilator training.
- Read the JCQ Instructions for Conducting Exams.

Students' entry into room

- Phones and electronic devices such as: iPods, iWatches, Fitbits, MP3s etc – must be switched off, left at the front of the exam room and given back at the end.
- Silence – students must be silent from entry into the room.
- Students – must be in full Academy uniform
- Bags – to be left outside the room and only authorised equipment brought in.

- Watches to be on desks

Students' conduct during exam

- Communication – any instances of communication of any sort must be noted down, and if it continues the Exams Officer is to be called.
- Asking questions – what can and can't be explained to students.
- Equipment – calculator lids, glasses cases, pencil cases
- Leaving the room – in silence until out of the room.

Invigilator during the exam

- Walking around – some at front and back and 'patrol.'
- Not talking – unless necessary and then very quietly.
- Not sitting down or doing any other task during the exam.
- Wear suitable 'quiet' shoes.
- Mark any absences on the seating plan.

Emergencies

- Students arriving late – get seated and note time they arrived, call Exams Officer.
- Other emergencies – e.g. fire alarm, bomb alert – call Exams Officer. Papers are to be left on the desks and students will leave the room by fire exits.
- Students are not to communicate in any way.
- Note the time of emergency.

End of Exam

- Collecting papers – in candidate number order in tiers if appropriate.
- Checking correct equipment on desks for next exam
- Checking desks for damage and noting Exam Number
- Signing the seating plans
- Assist with administration and organisation where needed

There will be checklists, invigilator list, Exams Officer phone number, 'Instructions for Conducting Examinations' and seating plan (use for marking absences) available for each exam.

Exam Invigilation

The people present

Only candidates taking the examination(s) and other people authorised (whether orally or in writing) by the Head of Centre are to be allowed in the examination room.

The JCQ Centre Inspection Service also has the right to visit centres during the examinations, and at other appropriate times before and after the examinations, to inspect the arrangements made for the security of examination material and for conducting the examinations.

Question Papers, stationery, materials and other equipment

The invigilator must take all reasonable steps to make sure that the following conditions are met:

- The official examination stationery including additional answer sheets, for the particular subject examination must be issued to candidates. No other stationery, including paper for rough work, can be provided.
- Candidates may take into the examination room only those instruments and materials which are clearly allowed in the instructions on a question paper, the stationery list or the specification for that subject.
- Any pencil cases taken into the examination room must be see-through.
- If unauthorised items have been or are about to be taken into the examination room, those items must be left at the front of the exam room (and not under their desks) before the examination starts.
- If candidates have unauthorised items in an examination, this may constitute malpractice and they could be subject to sanctions and penalties in accordance with the relevant JCQ Guidelines.
- In a subject where there is a personalised question paper, and individual pre-printed answer sheets are provided for the candidates, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. You should check that the sheets relate to the relevant subject and the component concerned.

Students must not use:

- Blotting paper
- Correcting fluid
- Correcting pens
- Highlighter pens in the answer paper
- Gel pens in the answer paper

Starting the Examination

An examination is treated as in progress from the time the candidates enter the room until all the scripts have been collected.

The JCQ considers the introduction of any unauthorised material into the examination room, by either candidate or staff, as malpractice, and those who have done so may be subject to sanctions and penalties in accordance with the relevant JCQ guidelines. Examples include coaching and subject specific PowerPoint TM presentations.

During the Exam

Supervising the candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.

Invigilators **must:**

- Give all their attention to conducting the examination properly;
- Be able to observe each candidate in the examination at all times;
- Be familiar with the 'Notice to Candidates', the 'Warning to Candidates' and any specific instructions relating to the subjects being examined.

Invigilators **must not**:

- Carry out any other task (for example marking or reading), in the examination room.
- Give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice;
- Offer any advice or comment on the work of a candidate.

Leaving the Examination Room

Candidates must stay under supervision until one hour (or a period equal to the length of the examination, if less than one hour) after the starting time shown in the awarding body's final examination timetable.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of staff. Those candidates may be allowed at the discretion of the Centre extra time to compensate for their temporary absence.

Candidates leaving the examination room early must hand in their work before they leave the examination room. Those candidates must not be allowed back into the room.

No-one may remove any question paper from the examination room until the end of the examination session in the Centre.

Malpractice

Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination.

The head of Centre must report all cases of suspected or actual malpractice in connection with the examination to the awarding body as soon as possible. The head of Centre has the authority to expel a candidate from the examination room if malpractice may have been committed and in other circumstances if regarded as essential by the head of Centre, but should only do this if it is essential or if a candidate would disrupt other candidates by continuing to be in the examination room.

If candidates have committed malpractice, the awarding body may disqualify them or make them subject to other sanctions and penalties.

Call Exams Officer

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Evacuate the examination room in line with the instructions given by the appropriate authority;
- Make sure that all question papers and scripts are left in the examination room;
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion of the examination;
- Make a note of the time of the interruption and how long it lasted;
- Allow the candidates the full working time set for the examination.

Collecting Scripts

- Collect all scripts before any candidates are allowed to leave the examination room;
- Keep the scripts in tier and number order;
- Check that candidates have used their correct Centre and candidate numbers;
- Give the scripts to the person responsible for sending them to examiners/awarding bodies.

Unused stationery

- Collect all unused stationery in the examination room;
- Check it for any loose sheets which candidates may have missed;
- Return it to the examinations officer.

Personal Qualities

- Confident and able to communicate with staff and pupils.
- Team players, with the ability to work on one's own initiative.
- Able to carry out core duties without supervision.
- Able to manage/direct large groups of young people.
- Able to work in an organised and structured way.
- Able to seek help where appropriate.

DBS

An enhanced disclosure and barring check will be a requirement of the post

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.