

## **JOB DESCRIPTION**

### **EXAM INVIGILATOR**

Reporting to:	Exams Manager
Location:	Aston Manor Academy (Secondary School)
Weeks of work	Part Time ad-hoc basis – Term Time only
Grade/salary:	£12.65 per hour which is inclusive of holiday pay

#### **Job Purpose:**

- To invigilate school examinations

#### **Key Responsibilities:**

##### **Main duties**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Aston Manor 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 exams officer 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
- Identify candidates and seat candidates according 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

#### **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

### **Other tasks**

- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the exams manager, for example
  - Centre supervision of exam timetable clash candidates between exam sessions
  - Facilitating access arrangements for candidates, for example as a reader, scribe etc.
  - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### **Other**

- Take responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact with.
- Adhere to and ensure compliance with the Trust's Child Protection & Safeguarding Policy at all times.
- If in the course of carrying out your duties within the role, if you become aware of any actual or potential risks to the safety or welfare of children in the Trust you must report any concerns to the School's Designated Safeguarding Lead.
- To undertake any other duties commensurate with the role as required.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

## PERSON SPECIFICATION EXAM INVIGILATOR

### Method of Assessment (MOA)

<b>AF - Application form</b>	<b>C - Certification</b>	<b>I - Interview</b>	<b>T – Test or Exercise</b>	<b>P - Presentation</b>
------------------------------	--------------------------	----------------------	-----------------------------	-------------------------

<b>Criteria</b>	<b>Essential/Desirable (E/D)</b>	<b>MOA</b>
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	A – C grades in English, at GCSE or equivalent. (D)	AF/C
<b>Experience</b> Relevant work and other experience	Previous experience of invigilating examinations in a school environment (D)  A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications) (D)  Experience in an educational setting (D)	AF/I  AF/I  AF/I
<b>Skills &amp; Ability</b>	Ability to speak fluent and spoken English - post is covered by Part 7 of the Immigration Act (2016) (E)  Ability to demonstrate accuracy and attention to details (E)  Ability to communicate with candidates and members of staff clearly and accurately (E)  Ability to act on own initiative, dealing with any unexpected problems that arise in a calm manner (E)	I  AF/I  AF/I  AF/I
<b>Behaviours</b>	Ability to offer reliability and punctuality (E)  Good judgement in knowing when to highlight/escalate issues (E)  To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc. (E)  A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I  AF/I  AF/I  AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_