



## Exam Invigilator - Casual

<b>Location</b>	Ormiston Six Villages Academy	<b>Area</b>	Exams
<b>Pay</b>	£14.22/hour*	<b>Hours</b>	Casual, as required during exam periods

\*inclusive of holiday pay

### The Role

To participate in conducting internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

### Key responsibilities

- To have full awareness of the Joint Qualification Council (JCQ) Instructions for Conducting Examinations (ICE) booklet and apply all rules and regulations as stated in this booklet
- To check the examination room prior to the arrival of candidates to ensure that heating, lighting, ventilation and levels of extraneous noise are acceptable
- To check that no display materials that might be helpful to candidates are visible
- To ensure a reliable clock of readable size is visible to each candidate
- To ensure the Warning to Candidates is displayed both inside and outside the examination room and the Notice to Candidates is displayed in a public place outside the examination room
- To check the seating arrangements prevent candidates from overseeing the work of others
- To ensure that a signed record is kept of the seating and invigilation arrangements
- To carry out checks on the identity of candidates on their arrival
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
- To complete the Attendance Register in accordance with the instructions of the Awarding Body
- To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers
- After collation, to ensure scripts and unused stationery are handed to the person responsible
- To ensure that the room is left in a tidy condition.

### Academy culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the Academy
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community
- To actively promote the academy at all times

### Other

- To undertake other various responsibilities as directed by the line manager or Principal
- To meet the expectations of all staff as laid out in the Staff Expectations Policy
- To uphold all academy policies with consistency and diligence.

**The Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.**

# Person Specification

Qualifications criteria	Essential/ Desirable	Assessed through
Right to work in the UK	E	Application form/certificates
<b>Knowledge</b>		
Ability to demonstrate accuracy and attention to detail	E	Application/interview
Ability to relate well to children and adults	E	Application/interview
Good written and oral skills	E	Application/interview
Ability to act on own initiative, dealing with any unexpected problems that arise	E	Application/interview
Knowledge of the academy's examination policy and procedure	D	Application form/interview
Knowledge of child protection procedures	D	Application/interview
<b>Experience</b>		
Previous experience as an invigilator	D	Application/interview
Experience of working with students across the secondary age and ability range	D	Application/interview
<b>Behaviours</b>		
Commitment to team working	E	Interview
Willingness to work flexibly	E	Interview
Ability to demonstrate flexible approach	E	Interview
Ability to communicate effectively with a wide range of people	E	Application/interview
Proactive, positive and solution-focused, able to self-manage	E	Application/interview
Ability to offer reliability and punctuality	E	Interview
Ability to demonstrate common sense and initiative	E	Interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	E	Application/interview
Acts as a role model to staff and students	E	Interview
Willingness to undertake training as required	E	Application/interview