

Notre Dame High School

Job Description - Invigilator

Responsible to: Examinations Manager

Key Purpose

To oversee and supervise examinations and to ensure that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session.

Responsibilities of an Invigilator

- 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 have a full awareness of the Evacuation procedures
- To arrive 30/45 minutes before the exam sessions commences depending on the session
- To assist in the setting up of the examination rooms in accordance with JCQ regulations
- To put out candidate cards as set out on the seating plan
- To ensure candidates receive the appropriate examination question paper and answer paper
- To ensure candidates obey the regulations of an examination room as laid down in ICE
- To ensure no inappropriate items are brought into the examination room
- To ensure there is no talking or disruption for the candidates once they enter the exam room
- To keep the Senior Invigilator aware of any problems that arise:
 - Late candidates
 - Disruptive candidates
 - Ill or distressed candidates
 - Issues with the examination paper
 - Suspected cheating
- To assist the Senior Invigilator in ensuring all scripts are collected in candidate number order within subject exam code and scripts match the Attendance Register
- To assist with the return all examination materials to the exams office
- To assist the Senior Invigilator in any other ways as requested
- To be aware of the Disability Discrimination Act & ensure that this is met in regard to our SEN students and their access arrangements are in place for each exam
- To perform any other duties which are required in the role of Invigilator
- Invigilators are not allowed to do anything else during an exam eg reading/personal work
- Responsible for promoting and safeguarding the welfare of the pupils at the school
- To attend training and safeguarding sessions when required

Personal Specification

- Reliability and punctuality are essential. Must notify the Exams Office as soon as possible if unable to attend for any reason
- Must be fully flexible and available to work in May and June with the odd weeks in November, December, January and March
- You would be required to start at 8.15am. Finish time would be around 4pm
- Invigilators should enjoy working as part of a team
- Must have the ability to remain calm under pressure
- Invigilators must be able to take responsibility in any given situation
- To provide a friendly face & approachable manner in what is a formal environment and stressful for students
- Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

An Invigilator could be Invigilating in a small group room or as part of a team in a large hall of up to 200 students

Notre Dame is committed to the protection and safety of its pupils.

The successful applicant will be required to undertake a criminal record check.