



## Exams Invigilator Job Description

### School Vision

We believe a great values driven education has the power to transform futures. Every student who joins us will receive the very best education and will be prepared to take their place in the world with confidence, purpose, enthusiasm and strength of character. Our shared Christian values of Love, Co-operation, Stewardship, Respect and Service permeate all the work undertaken in college. Students are encouraged to recognise the importance of education in their own fulfilment as individuals.

### Employment Details

Job Title:	Examinations Invigilator
Reports to (Job Title):	Examinations Officer
Type of Position:	Casual
Hours of work:	To be negotiated during the windows of opportunity as directed by the Exams Officer.
Level and Scale Point:	£12.71 per hour + casual leave allowance

#### Job Purpose:

To maintain the security of the examination question papers at all times to ensure the fair and proper conduct of examinations in accordance with examination board regulations, in an environment that enables a student to perform at their best.

### Main Duties / Responsibilities:

#### Main duties

- To conduct examinations in accordance with the JCQ, awarding body and Christ's College instructions
- To play a key role in upholding the integrity of the examination/assessment process

#### Before Exams:

- To report to be briefed by the Exams Officer each morning/afternoon as appropriate
- To keep confidential exam papers and materials secure before, after and during the exams
- To ensure exam rooms are set out according to the regulations
- To admit candidates into the exam rooms
- To identify, seat, and instruct candidates in their conduct of their exams
- To distribute the correct exam papers and materials to the candidates
- To deal with candidate queries

#### During Exams:

- To supervise and observe candidates at all times and be vigilant during the exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively



- To record/report and incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations
- To loan and log any equipment loaned from the Exams Trolley

#### After Exams:

- To instruct candidates in finishing their examinations
- To collect exam papers from candidates
- To dismiss candidates from the room on a row by row basis ie row 1, 2, 3
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the Exam Officer.

#### Other duties:

To attend in person and undertake online training

To undertake, where/when required and where able, other duties requested by the Exams Officer, for example:

- Supervision of candidates between exams
- Facilitating access arrangements for candidates, for example as a reader/scribe etc (full training will be given)
- Other exam related administrative tasks

#### RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, E-mail)
- Use administration supplies sparingly

#### Experience:

Experience is not required, training will be provided, although applicants will be required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

#### An ideal candidate will:

- Be flexible
- Have good availability throughout the exam and mock exam periods; November, February and May/June.
- Have effective communication skills
- Be a confident and reassuring presence to the candidates in the exam rooms

Christ's College is part of the Good Shepherd Trust. The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

An enhanced DBS check is required for this role.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.