

Exams Invigilator - Secondary Job Description

Reporting to: **Examinations Officer**

Main Purpose:

To invigilate school and public examinations ensuring the proper conduct of examination sessions in the presence of candidates, maintaining the security of the assessment process.

Duties and responsibilities:

- Being vigilant and supervising candidates at all times
- Conduct examinations in accordance with the Joint Council for Qualifications (JCQ), the awarding body and Rainham Mark Grammar School regulations and instructions
- Uphold the integrity and security of the examination/assessment process

Operational

- Establish and maintain good relationships with all students, and other professionals
- Be aware of information issued by JCQ
- Assist in the setting up of exam venues as per the JCQ requirements
- Assist in the evacuation of the examinations room in the case of emergency as per school and JCQ policies and procedures
- Report as required any incidents of unacceptable behaviour or issues of concerns to the exams officer
- Attention to detail for the proper conduct of the examination as per JCQ and school requirements including the following points:
 - Take all reasonable steps to ensure that candidates taken into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined
 - To warn candidates that any unauthorised materials must be handed in
 - To ensure that only authorised persons are allowed access to the exam room
 - Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
 - To ensure that each candidate in the examination room can be observed by an invigilator at all times.
 - To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour.
 - To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:
 - Candidates who need to leave the room temporarily (must be accompanied by a member of staff).
 - Candidates in need of medical attention.
 - Concern regarding unusual activity or materials.
 - To collect all scripts, question papers and unused stationery before candidates leave the examination room.
 - To ensure that staff do not remove question papers from the examination room until the end of the examination session.

Before Exams

- Report to and be briefed by the exams officer and/or exams assistant prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams

- 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
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - Centre supervision of exam timetable clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

General

- Attend relevant meetings and training sessions as required

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

EXAMINATION INVIGILATOR: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
• Educated to at least GCSE or equivalent level in English and mathematics. • Experience of working with young people.	• Experience of working in a school or similar establishment. • Experience of working in a busy administration environment.	Application form References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
• Ability to build and form good relationships with students and colleagues. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students. • Good standard of numeracy and literacy skills. • Ability to use basic IT software packages, equipment and other resources effectively. • Ability to absorb and understand a wide range of information.	• Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation.	Application form References Interviews
Personal qualities		
• Able to follow directions from the line manager. • Initiative and ability to work when under pressure. • Able to work flexibly and respond to unplanned situations. • Able to appropriately deal with confidential information. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community.		Application form References Interviews