



The Bishop Wand Church of England School

Position	Invigilator	Hourly Rate	£9.25
Department	Exams	Work Pattern	As required for external and internal exams
Line Manager	Examinations Officer		

Job Profile

Job Purpose

To participate in the supervision of external and internal examinations to ensure that statutory and school procedures are fully adhered to.

1.0	Invigilator
1.1	To collect examination materials from the examination office in preparation for the examination.
1.2	To ensure that the designated examination room is set up in accordance with statutory and school procedures and that Instructions for the Conduct of Examinations guidance and centre number are clearly visible to all candidates within the room.
1.3	
1.4	To distribute candidate cards across the examination room in accordance with instructions received from the Examinations Officer.
1.5	To supervise the admission of candidates into the examination room in conjunction with a senior member of staff and in accordance with the examination register provided by the Examinations Officer.
1.6	To ensure that all candidate coats and bags are located in one place away from the examination tables i.e. front of examination room.
1.7	To issue specific instructions to candidates on the conduct of the examination in conjunction with a senior member of staff, where applicable.
1.8	To instruct all candidates to switch off and hand in mobile phones and any other unauthorised material.
1.9	To take note of any absent candidates and notify the Examinations Officer accordingly.
1.10	To ensure a prompt and orderly start to the examination with appropriate start and end times for each examination being prominently displayed within the examination room.
1.11	To complete a detailed seating plan of the examination room during the course of the examination.
1.12	To actively invigilate the examination by walking the examination room on regular occasions during the course of the examination causing minimal disruption to candidates.
1.13	To respond to any needs of the candidate ensuring that the conduct of examination regulations are strictly observed at all times.

1.14	To liaise with the Examinations Officer in relation to issues arising during the course of the examination and on which no instruction on how to respond has been provided.
1.15	In the event of suspected or actual malpractice by a candidate to ensure that the time, candidate number and brief details of the incident are recorded without delay and that the Examinations Officer is notified as soon as is practicable.
1.16	To instruct candidates appropriately at the close of the examination and provide a checklist to students of information that must be contained on their examination paper and supplementary sheets. To ensure that candidates are advised that they remain under examination code of conduct until such time that they have left the examination room and immediate area outside.
1.17	To collect examination scripts in an order specified by the Examinations Officer and to ensure the secure delivery of scripts and all examination materials to the Examinations Officer as soon as possible following completion of the exam.
1.18	On occasions you may be asked to act as the Lead Invigilator by aiding the Examinations Officer and giving guidance to the team.

Person Specification	
Qualifications	
Basic general education	Essential
Knowledge and Experience	
Experience of working within a school setting	Desirable
Abilities and Skills	
Strong organisational skills and attention to details	Essential
Highly effective written and verbal communication skills	Essential
Ability to work flexibly and to work effectively as a member of a team	Essential
Supportive of colleagues	Essential
General overall good health	Essential

Revision Date	May 2018
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