Examination Invigilator

Job Description:

Job Title: Examinations Invigilator

Reporting to: Examinations Officer

Rate of Pay: £10.65 per hour (hours as worked)

Hours:

- Casual hours throughout the school exam periods
- Main periods of examinations in May and June
- Morning sessions between 0800 to 1200 hours
- Afternoon sessions between 1330 to 1630 hours
- Lengths of examinations vary from 1½ hours to all day

The Role of an Examination Invigilator :

- An invigilator is to ensure the fair and proper conduct of exams in an environment that enables a student to perform at their best
- An invigilator is required to ensure that exams are carried out in accordance with the rules set out by the examination boards and St John Bosco College
- An invigilator must be able to work as a member of a team and on their own
- An invigilator needs to be punctual for duty and reliable

Responsibilities:

- Ensure a calm environment
- Help to organise students at the start and end of each exam
- Provide the correct information and material for the successful completion of the exam
- Ensure that the conduct of the exam takes place within the guidelines
- Whilst not disrupting the candidates it is important to be vigilant
- Refer suspected malpractice to the Exams Officer

Main Duties:

- Ensure correct exam procedure is being followed
- Be familiar with the document 'Guidelines to Students sitting Public Examinations'
- Adhere to St John Bosco College's policies and procedures
- Ensure all candidates are correctly identified and seated correctly
- Assist with attendance registers
- Display starting and finishing times for the exams on the boards
- Ensure candidates have correct papers
- Ensure candidates who arrive late to an exam are dealt with quickly and according to regulations
- Deal with any disturbances to the exam
- Distribute additional equipment as required

- Deal with candidate queries during the exam
- Supervise students throughout exam
- Ensure scripts are collected, collated as per instructions and delivered to the Examinations Officer (external exam scripts must NEVER be left unattended)
- Ensure exam conditions are maintained whilst dismissing candidates from their exam
- Give a report in the event of any discrepancy or irregularity in the progress of an examination
- Report any problems/incidents/emergencies to the Examinations Officer
- Supervise students between exams due to exam clashes
- Carry out any other duties as can be reasonably expected and as seen fit by the Examinations Officer or Headteacher
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise
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Dress code:
In order to maintain a professional atmosphere and to set the right tone for the examination St John Bosco College requires a smart casual dress code – no jeans please

Person Specification:

- Commitment to supporting the distinctive nature of a Catholic school
- Experience of busy work/school environment
- Excellent organisational skills
- A flexible approach to work
- Ability to work under pressure
- Accuracy and attention to detail
- Ability to work on own initiative and problem-solve
- Ability to relate to candidates yet maintain an air of authority
- Ability to communicate with candidates and members of staff clearly and accurately
- Effective oral and written communication skills
- Ability to work to predetermined instructions
- Ability to work as part of a team or alone as necessary
- Ability to keep calm under pressure or during unexpected circumstances
- Ability to judge when a decision is not yours to make
- Ability to be firm but fair at all times
- Reliable
- Punctual
- Tactful with understanding of need for confidentiality
- Keen to undertake training and develop skills
- Committed to equal opportunities
- Commitment to promoting the educational principles of St. John Bosco
- Genuine enjoyment of working with young people
- Personal integrity and the drive to do what is best for the students