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**EXAM INVIGILATOR**

**JOB DESCRIPTION**

**HOURLY RATE:** £8.87 per hour

**HOURS:** As required

**RESPONSIBLE TO:** Examinations and Data Officer

**Main Purpose of the job:**

Under the direction of the Examinations Officer, to invigilate external and mock examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

**Main Duties and Responsibilities**

* To collect examination papers and other examinations materials from the Examinations Officer
* To be responsible for the security of examination papers and ensure every student sits the correct paper.
* To take all reasonable steps to ensure that:
* The official examination stationery is issued to candidates, and that no other stationery including paper for rough work, is provided
* Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
* Candidates have all the necessary materials to enable them to complete the examination.
* To display a seating plan outside the examination room
* To follow instructions provided by the Examinations Officer for each individual examination
* To supervise the entry and exit of students into and out of the examination room
* To help seat students according to the seating plan
* To complete identity checks
* To ensure a register is completed and absentees are reported to the Examinations Officer immediately
* To supervise the collection of mobile phones and other electronic devices in accordance with the JCQ regulations.
* To hand out examination papers and any other equipment required
* To write necessary information on notice boards such as start/finish times
* To read out any relevant instructions to students and to start the examination
* To supervise students participating in formal external examinations and mock examinations in accordance with exam board regulations.
* To supervise the students in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed
* To supervise students who require toilet/rest breaks.
* To ensure that the examinations starts/finishes on time and these times are recorded accurately.
* To end the examination and collect in papers and other equipment
* To check all students have entered their details correctly on papers and tagged loose sheets together
* To dismiss students in an orderly manner
* To return collected papers to the Lead Invigilator/Examinations Officer as soon as the examination is completed
* To collect all unused stationery in the Examination room and return it to the Exams office.
* To ensure that the Exam room is left in a tidy condition
* To be familiar with the JCQ instructions for conducting examinations and to observe these regulations during the examinations process.
* To assist in preventing potential candidate and staff malpractice.
* To report any breach of examination rules to the Examinations and Data Officer immediately
* To be fully aware of emergency evacuation procedures
* To attend briefing/training sessions when required

**Main Duties of a Reader**

* To support a student, normally on a one-to-one basis, during the examination in examination conditions.
* Accurately and clearly read aloud exam instructions and questions
* To re-read aloud exam instructions and questions if requested
* To read a student’s answer back to them if requested
* To adhere to the JCQ regulations as failure to do so could lead to the disqualification of a student

**Main Duties of a Scribe**

* To support a student, normally on a one-to-one basis, during the examination in examination conditions.
* To produce accurate and verbatim transcripts of answers dictated by the student, at a reasonable speed in a hand written format.
* To draw or add to maps, diagrams and graphs strictly in accordance with the students’ instructions, if permitted by the regulations.
* To read transcribed answers back to the students if requested
* To make amendments to the answer as dictated by the student
* To adhere to the JCQ regulations as failure to do so could lead to the disqualification of a student.
* To immediately refer any problems in communication during the examination to the Lead Invigilator/ Examinations and Data Officer

**General Requirements**

* To ensure confidentiality is maintained at all times
* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
* To uphold the Catholic ethos of the school including attendance at whole school events.
* To participate in training and other learning activities and the schools performance management process
* Any other duties and responsibilities within the range of the salary grade.

**EXAM INVIGILATOR**

**PERSON SPECIFICATION**

Whilst all points on the person specification are important, those marked ‘E’ are essential, whilst those marked ‘D’ are desirable.

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| **Factors** | **Desirable** |  |
| **Qualifications/Experience** | GCSE Grade C or above in English and Maths or equivalent | D |
| Experience of working in an educational setting | D |
| **Knowledge** | Understanding of examinations processes | D |
| Understanding of confidentiality | E |
| **Skills and Aptitudes** | Ability to form good relationships with students/staff | E |
| Ability to communicate effectively with students and staff | E |
| Ability to follow instructions | E |
| Able to remain calm under pressure or during unexpected circumstances | E |
| Ability to show initiative | E |
| Ability to work effectively as part of a team or independently | E |
| Able to pay attention to detail | E |
| Good reading voice, pace and clarity (For reader/scribe only) | E |
| Legible handwriting (For reader/scribe only) | E |
| Ability to listen to another and write their words accurately(For reader/scribe only) | E |
| **Other requirements** | Ability to reach/bend and carry out lifting/moving of resource boxes | E |
| Reliable and punctual | E |
| Willing to apply for an Enhanced DBS check | E |