**EXAMINATION INVIGILATOR**

The role is to oversee external and internal examinations, so that all candidates can do their best in identical conditions to those examined elsewhere.

**SPECIFIC DUTIES:**

* Together with the Exams Officer ensure that the examination room satisfies JCQ requirements e.g. the Centre Number and a clock are clearly visible to all
* Ensure correct identification of all candidates
* Ensure that candidates are aware they are under examination conditions
* Ensure that candidates do not have prohibited items or materials in the examination room e.g. mobile phones, unauthorised notes etc.
* Notify candidates of the start of the examination
* Record start and finishing times and ensure these are clearly visible to all
* Open and distribute papers and any other authorised materials to the candidates
* Ensure candidates have the correct papers
* Complete the attendance register and report any absentees to the Exams Officer
* Liaise with the Exams Officer in relation to insufficient papers
* Observe the candidates during the examination especially to prevent malpractice
* Report to the Exams Officer or Head of Centre any suspicion of malpractice during the examination
* Return the papers to the Exams Officer at the end of the examination maintaining complete security at all times
* To assist, as required, with special arrangements in relation to students with special educational needs
* Together with the Exams Officer, complete administration tasks as requested to ensure the papers are ready for despatch to the Awarding Bodies
* To maintain complete confidentiality with relation to the examination process

# SKILLS REQUIRED:

* Able to engage with young people in a positive way
* Respect the confidentiality of student information
* Possess good interpersonal skills and communication skills so as to relate effectively to, and earn confidence of staff, students and parents
* Able to work with young people with experience gained in a work, voluntary or domestic setting.
* Able to understand and apply the full range of school policies, including equalities, special needs and behaviour management
* Able to manage safely the exam room activities, physical learning space and resources, with due regard to school Health and Safety policies
* Able to use a range of strategies to deal with exam room behaviour as a whole as well as individual behaviour and behavioural needs
* Able to work flexibly

**QUALIFICATIONS, TRAINING AND DEVELOPMENT:**

Good general education. Numeracy and Literacy skills equivalent to GCSE grade C in English and Mathematics or adult skills qualification in Literacy and Numeracy at Level 2

# TRAINING AND DEVELOPMENT:

* Exam Invigilation induction training
* Behaviour management strategies and guidelines
* Exam room observation
* Familiarisation with school policies and practice re conduct of exams, health and safety, special needs and equal opportunities
* Instruction in the use of resources likely to be used in the exam room