



OAKLANDS SCHOOL

JOB DESCRIPTION

Post Title:	Casual Exam Invigilator
Responsible to:	Exam Officer
Salary Scale:	Scale 1A2 Point 2 (£15.83 per hour)
Hours:	Seasonal flexible hours dictated by exam timetables

Purpose of the Job

To ensure that examinations are conducted according to the regulations to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination materials before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

General requirements

Invigilators are required to:

- Declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Confirm their availability in advance of main examination periods.
- Confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations:

- Report to and be briefed by the exams officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal examination conditions.
- Give full attention to conducting the examinations properly.

- 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 examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations.
- Keep disruption in examination 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 examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all examination scripts and materials to the exams officer.

Other tasks

- Undertake training, update and review sessions as required
- Prior to invigilating any external examination 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 examination timetable clash candidates between examination 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'

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.

- To comply with Health and safety responsibilities as part of performing the role.
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.



OAKLANDS SCHOOL PERSON SPECIFICATION

CASUAL EXAM INVIGILATOR

EDUCATION AND TRAINING

- Educated to at least GCSE or equivalent level, including English and Maths

KNOWLEDGE

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Have written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers

ABILITIES AND SKILLS

- Be able to prioritise and manage workload
- Be able to work in an organised and methodical way and have sound organisational and coordination skills
- Be able to work accurately and to deadlines
- Ability to communicate clearly and responsively with students and be able to work effectively and under pressure
- Be able to maintain confidentiality
- Have good supervisory and management skills
- Be a confident and reassuring presence to candidates in examination rooms
- Basic IT skills (familiar with use of email, mobile phone messaging etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
- Work well as part of a team

PERSONAL QUALITIES

- A commitment to working in a busy school environment
- Reliable, flexible and readily available during main examination periods
- Good attendance and punctuality
- Willingness to see a job through to completion
- Energy and enthusiasm with a good sense of humour
- Adaptability to changing circumstances and new ideas
- Professional approach to working
- Committed to the ethos of the school
- Willingness to take on additional duties as and when
- Willingness to participate in further training and development opportunities offered by the school

EQUAL OPPORTUNITIES AWARENESS

- A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way
- A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities
- A commitment to working in a flexible and collaborative manner with all members of the school community

CHILD PROTECTION AND SAFEGUARDING AWARENESS

- An understanding of child protection and safeguarding matters
- A commitment to safeguarding and promoting the welfare of young

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