



JOB DESCRIPTION

Reports to: Examinations Invigilator

Salary Range: £11.04 per hour initially, rising to £11.66 per hour following successful completion of training. A minimum of two hours per am or pm session.

Hours: By mutual agreement during exam periods. AM exams start at 8.45; PM exams start at 14.00. On site reporting time approximately 30 minutes before

General Requirements

- Invigilators play a key role in upholding the integrity of the examination process
- Experience is not required as appropriate training for the roles and responsibilities of an invigilator will be provided
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Invigilators must familiarise themselves with the relevant sections in the JCQ Instructions for Conducting Examinations booklet, Cambridge Handbook or Cambridge Assessment Admissions Testing Instructions, as appropriate, in order to carry out their duties
- Invigilators may be called upon to invigilate during any of the following exam periods: Y11 mocks - two weeks towards the start of January, Y13 mocks - last week in February/first in March, Y10 and Y12 internal exams - first two weeks of summer term (end April), GCSE and A Level exams - start of summer term to end June (approx 6 weeks), University Admission Tests Oct/Nov and other ad hoc internal tests throughout the year. Invigilators are required to confirm their availability in advance of exam periods and must be able to offer a minimum of five sessions per week (where a session is either AM or PM)

Key Responsibilities

Before exams

- Report to and be briefed by the exams officer prior to each exam session. On site arrival time is either 30 to 45 minutes prior to the exam start time, depending on the size and complexity of the exam session
- Read and understand the instructions provided by the exams officer at each pre-exam briefing, as these are specific to each exam session. These include interpreting the seating plans and being aware that different exams may be in progress at the same time, and noting candidates's specific access arrangements, e.g. 25% extra time, supervised rest breaks
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set out according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Ensure candidates are seated according to the seating plan provided
- Ensure candidates receive correct exam questions papers and answer booklets
- Respond to candidates' questions
- Instruct candidates in the conduct of their exams and start exams (experienced invigilators)

During exams

- Supervise candidates at all times and be vigilant throughout exams
- Deal with emergencies or irregularities effectively or know how to escalate
- Record/report any incidents, disruption or irregularities effectively
- Deal with candidate questions according to the regulations
- Be aware of candidates needs and respond accordingly
- Complete attendance registers

After exams

- Collect exam scripts as instructed
- Dismiss candidates from the exam room
- Check candidates' names on scripts match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams office

Other tasks

- Attend training and refresher sessions as required; complete on-line training as required
- Undertake, where required and where able, other duties requested by the exams officer, e.g. supervision of clash candidates between exam sessions, exams administrative tasks
- Receive training, where interested, to invigilate candidates with special requirements
- Receive training, after a successful probationary period, in leading exams

A candidate will

- Be reliable, flexible and punctual
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be calm, confident and have a reassuring presence to candidates in exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (familiar with use of email, mobile phone, messaging etc.)
- Remain standing during examinations (sometimes for extended periods of time) and move quietly around the examination hall to supervise student conduct

The Judd School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.

Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

All posts within the school are subject to an enhanced DBS check.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.