



## Exam Invigilator

**Reporting to:** Exams Officer

**Working Hours:** By negotiation and agreement during May, June and December and at other times during the academic year. Would need to be available for training on 22<sup>nd</sup> March. AM sessions will usually start at 8.30am, PM sessions at 1pm, these times are the start times for essential preparation, so invigilators **must** be at the Exams Office promptly by then. Times may vary and the length of the exams will change according to subject and level.

**Salary:** £13.48 per hour

Dunottar is a vibrant, co-educational school for pupils aged 11-18 set in 15 acres of beautiful grounds on the outskirts of Reigate, in Surrey. Since joining the United Learning Group of schools in 2014, and under the leadership of a new Headmaster since 2017, the school has gone from strength to strength. Pupil numbers have more than doubled, and thanks to a generous capital development programme, the onsite facilities have been significantly enhanced. The £2.2m Sixth Form Centre was opened in April 2019, providing a university-style, contemporary space for our older pupils and the £4.5m Castle Performing Arts Centre was opened in January 2021.

Dunottar is a great place to work with a team of highly professional and committed teachers and support staff. We incorporate best practice from independent schools and academies right across the United Learning Group, whilst retaining our unique, friendly ethos in Reigate where pupils are nurtured to make significant personal progress at the same time as achieving excellent academic results. United Learning is an organisation which prides itself on providing a working and learning environment which encourages 'the best in everyone'. You will join a network of staff belonging to 88 other schools, with opportunities to engage with fellow professionals which far exceed what one school could achieve on its own. Personal development and career opportunities are excellent.

### The Role

Dunottar School are looking for Exam Invigilators to join our existing team for the forthcoming exams season.

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/ assessment process. The role of the invigilator is to ensure that examinations are conducted according to JCQ Instructions for Conducting Examinations in order to:

- a) ensure all exam candidates have an equal opportunity to demonstrate their abilities;
- b) ensure the security of the examination materials before, during and after the examination;
- c) prevent possible exam candidate malpractice;
- d) prevent possible administrative failures



### General requirements

- Experience of working as an invigilator within a school environment would be desirable but not essential as full training will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

### Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Dunottar School regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

### Before exams

- 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 with correct exam paper information displayed on a board for all candidates to see easily
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements, informing Exams Officer of any missing candidates
- 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 exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam 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
- Be aware of any candidate needs during an examination eg medical conditions

### After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room, with consideration to those sitting longer exams
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer



### Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant invigilator training and assessment for that academic year, this may be online or in person
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - to assist laptop users with the secure printing of their work and supervising the candidates whilst their work is checked at the exams office prior to submission
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### Access Arrangements

- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- A reader is a responsible adult who reads the instructions of the question paper, and the questions to the candidate, only on the request of that candidate. The reader will also act as invigilator if they are with a candidate on a one-to-one basis.
- Supervised rest breaks are agreed for a few candidates, the timing of the exam is paused, a rest break is allowed under supervision, and the exam restarted after this. The candidate must be accompanied by an invigilator/staff if they need to leave the exam room and details of the candidate, exam and time taken must be recorded.

### Person Specification - The skills, knowledge and experience required are:

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team with the ability to co-operate and collaborate with school staff
- be confident and a reassuring presence to candidates in exam rooms
- be able to follow written procedures and give instructions to students
- have the ability to manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging, printing documents etc.)
- have good attention to detail
- have high level of confidentiality

### To apply

Dunottar School has a commitment to safeguarding and promoting the welfare of children and young people and applicants must complete a support staff application form and submit information as requested for the Disclosure Barring Service process which is required for all employees at Dunottar School. An enhanced DBS check will be made for successful applicants. References and relevant checks will be required in order to fulfil our recruitment and selection process. A Conflict-of-Interest declaration must be completed. All invigilators are required to attend a training session prior to the start of each examination series whether they are new or experienced.