

JOB DESCRIPTION

Job Title:	Exam Invigilator
Reporting to:	Exams Officer
Working Pattern:	Required during exam periods, from 7:30am or 8:00am for morning exams and 12:00pm or 12:30pm for afternoon exams. Flexibility is essential, and invigilators will be given a timetable detailing the duration of exams which may vary during exam seasons.
Rate of Pay:	Exams Invigilator: £15 per hour. Lead Responsibilities: £17.00 per hour. These figures include holiday pay.
Contractual Information:	Zero-hour contract, availability required during mock and main exam periods during the course of the academic year.

Overview of Role

Exam Invigilators have a key role in both upholding the integrity of the examination/assessment process and in promoting a supportive atmosphere for our students so that they achieve their best in a secure and organised examination environment. The post-holders will be required throughout the year for internal and external exams, with the busiest time being the summer term.

There may be occasions when the Exam Officer will require some Exam Invigilators to take on lead responsibilities. If they agree, these responsibilities will be outlined to them at that time. In general, the Lead Exam Invigilator will lead on all aspects of the main exams; deploying and co-ordinating exam invigilator to exam rooms, and assisting the Exams Officer with the management of the day-to-day requirements (e.g., supporting the Exams Officer with signing examination papers out of the exam store).

The Role of the Exam Invigilator:

- To conduct exams in accordance with the [JCQ instructions for conducting exams](#) awarding body and the Academy's exams procedures.
- To have a key role in upholding the integrity and security of the external examination/assessment process.
- To ensure that the security of exams is maintained before and after the examination.
- To ensure that exams are conducted in a fair and appropriate manner and that all students have an equal opportunity to demonstrate their abilities.
- To ensure that all students are able to sit exams in a suitable environment.
- The lead person for smaller exams outside the main exam venue i.e. start/finish exam, making announcements as necessary to students.
- Being available to work flexibly in ensuring that examination processes are completed at the end of each exam.

- To maintain the security of the examination question papers at all times.
- To check attendance during exams and record details of late arrivals and early leavers.
- Remaining vigilant during exams, in order to prevent any cheating or malpractices.
- Preventing any possible malpractice, and reporting any malpractice or problems to the Exams Officer.
- Preventing any possible administrative failures.
- Dealing with emergency situations e.g., student illness, fire alarm, toilet breaks etc.
- Dealing sensitively with students who have special arrangements.
- Invigilators **must not** carry out any other task (for example, reading a book or marking) in the examination room.

Specific Responsibilities

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 (e.g. ensuring exam cards, exam papers and other equipment needed is in place).
- Admit students into exam rooms under formal examination conditions.
- Give full attention to conducting the exams properly.
- Identify and seat students according to the required arrangements.
- Distribute the correct question papers and exam materials to students.
- Instruct students in the conduct of their exams.
- Deal with queries raised by students and closely follow and enforce exam procedures and regulations.

During exams

- Be able to start the exams and Invigilate during the exams, leading an examination space if required.
- Supervise and observe students at all times and be vigilant throughout the exams.
- 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 questions from students according to the regulations in place.

After Exams

- Instruct students in finishing their exams and collect examination scripts and materials.
- Dismiss students from the exams room.
- Check students' names on scripts and match the details on the attendance register.
- Securely return all examination scripts and materials to the Exams Officer.
- Ensure that students leave the exam rooms in an orderly and quiet manner.

Other Responsibilities

- 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 students between examination sessions;
 - facilitating access arrangements for students, for example as a reader, scribe etc. (full training will be provided if required);
 - other exams-related administrative tasks.

General Requirements

Exam Invigilators must:

- Be dressed appropriately i.e. smart casual - no jeans/trainers, etc.
- Declare they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Confirm their availability in advance of mock/main examination periods.

JOB SPECIFICATION

Qualifications & Experience

- Literate & numerate, educated to GCSE/A level or equivalent (desirable).
- Experience working with young people or in a similar role. (desirable)

Knowledge, Skills and Abilities

- Excellent communication, organisational skills, attendance and punctuality.
- Be confident and a reassuring presence to students in examination rooms
- Be able to give instructions and manage situations involving different groups of people.
- Good IT skills, excellent attention to detail and methodical skills.
- The ability to communicate effectively with young people.
- The ability to work as an effective member of a team.
- Knowledge and understanding of exam invigilation procedures and regulations. (Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations)
- Knowledge and understanding of child protection and safeguarding children within the educational sector.
- Understanding and awareness of equal opportunities and a commitment to work within the Academy's Equality Policy.

Personal Qualities and Characteristics

- Commit fully to the Academy's mission and values.
- Reliable, flexible and readily available during exam periods.
- Polite, courteous, friendly, a sense of humour and a warm approach to others.
- Able to maintain confidentiality and discretion at all times.
- Able to work under pressure, prioritise and manage time effectively.
- Able to build and maintain excellent working relationships at all levels.