Job Description

**Post Title:** Exam Invigilator

**Hours of Pay:** £9.18 per hour

**Hours of work:** By negotiation during exam seasons

*Exam season 2020 includes week beginning 20th April, 27th April, 11th May, 18th May, 1st June, 8th June and 15th June.*

Crown Hills Community College is a popular, successful multi-cultural school for 11-16 year olds. An OFSTED inspection in January 2016 confirmed that we were a Good school.

**Key Points**

* Experience of invigilation is not required as training in the role and duties of an invigilator 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
* 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
* be confident and 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.)

Applications should be emailed to Jo Amey, Principal’s PA at jamey@crownhills.leicester.sch.uk or sent to J Amey, Principals PA, Crown Hills Community College, Gwendolen Road, Leicester, LE5 5FT.

Crown Hills Community College is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake a DBS Check and to supply two suitable references.

The closing date for this post is **9am** on **Friday 21st February 2020.**

Thank you for showing an interest in working at Crown Hills Community College.

**Person Specification**

An ideal candidate will:

* be flexible
* have effective communication skills
* be confident and a reassuring presence to candidates in exam rooms

**Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] instructions.
2. To play a key role in upholding the integrity of the examination/assessment process

**Before exams**

* To report to and be briefed by the exams officer prior to each exam session
* To keep confidential exam papers and materials secure before, during and after exams
* To ensure exam rooms are set out according to the instructions
* To admit candidates into exam rooms
* To identify, seat, and instruct candidates in the conduct of their exams
* To distribute the correct exam papers and materials to candidates
* To deal with candidate queries

**During exams**

* To supervise and observe candidates at all times and be vigilant throughout exams
* To keep disruption in exam rooms to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any incidents, disruption or irregularities
* To complete attendance registers
* To deal with candidate questions according to the regulations

**After exams**

To instruct candidates in finishing their exams and to collect exam scripts

To dismiss candidates from the exam room

To check candidates’ names on scripts match the details on the attendance register

* To securely return all exam scripts and exam materials to the exams officer

**Other**

* To attend training, update or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example
* supervision of clash candidates between exam sessions
* facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
* other exams-related administrative tasks