

JOB PROFILE

Job title:	Exam Invigilator
Responsible to:	Exams Officer
Salary / Grade:	£9.00 per hour (Grade 1 Point 1)
Working hours / weeks:	As required
Core purpose:	To work within a team of organised invigilators to uphold the integrity of the internal and external examinations/assessment process in accordance with Joint council of Qualifications (JCQ) regulations. In addition, invigilators may be required to support students with exam concessions with reading and/or writing in exams.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Heritage High School regulations and instructions
- 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
- Admit candidates into exam rooms under formal exam conditions
- 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 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

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- 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 officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam 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 exam timetable 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 including maintaining question paper security by supporting the 'second pair of eyes check'

General requirements

- 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

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

Person Specification

Role: Exam Invigilator		E/D	A	I
Qualifications and Training				
1	Minimum of Level 2 including English and Maths	D	✓	
Experience				
2	Experience of working within a school environment	D	✓	✓
Knowledge and understanding				
3	Understanding of child protection	D	✓	✓
4	Understanding of the role of an Exam Invigilator within a school	D		✓
Skills and abilities				
5	Ability to work under pressure	E		✓
6	Clear verbal communication skills with students	E		✓
7	Literacy and writing skills as is required when reading to student or scribing for students.	E	✓	
8	Ability to work constructively as part of a team	E	✓	✓
9	Ability to plan and manage own workload	E	✓	✓
10	Good listener, courteous, tactful. Relates well to young people	E		✓
Personal attributes				
11	Confidence to forge effective relationships with students/colleagues	E		✓
12	Willingness to train for and undertake moving and handling duties to accommodate students with physical / sensory needs	E		✓
13	Ambition to continually improve	E		✓
14	Able to generate a positive, 'can do' approach to learning	E		✓
15	Ability to relate well to both students and adults	E		✓
Other				
16	A commitment to uphold and promote equality of opportunity	E		✓
17	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: January 2020