

SANDHURST SCHOOL

JOB DESCRIPTION - EXAMS INVIGILATOR

Post: Exams Invigilator

Hours: Casual Contract during January, February, April, **May, June**, July and November

Reporting to: Examinations Officer

Experience

- ❖ Experience is not required, as training will be provided. Experience of working with young people will be an advantage. Applicants will be expected to undergo a satisfactory Enhanced DBS.

Main duties as part of the Invigilation Team

- ❖ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sandhurst School instructions and policies.
- ❖ To conduct PPEs (mocks) in accordance with JCQ and Sandhurst School instructions and policies.
- ❖ To play a key role in upholding the integrity of all examination/assessment processes

Liaison With

- ❖ The Exams Officer
- ❖ Lead Invigilator

Before exams

- ❖ To report to the Exams Officer 30 minutes prior to each exam session
- ❖ To keep exam papers and materials secure at all times while invigilating the exams
- ❖ To ensure exam rooms are set out to required standards, placing candidate name cards according to the seating plan
- ❖ To ensure there is absolute accuracy and attention to details, any concerns or observations to be reported to the Lead Invigilator or Exams Officer
- ❖ To follow the Lead Invigilator instructions
- ❖ To admit candidates into exam rooms and seat as per seating plan
- ❖ To distribute the correct exam papers and materials to candidates
- ❖ To handle candidate queries

During exams

- ❖ To supervise candidates at all times and be vigilant throughout exams
- ❖ To record/report any disruption to the Lead Invigilator and Exams Officer
- ❖ To handle candidate queries

After exams

- ❖ To collect exam scripts in order according to the seating plan
- ❖ To dismiss candidates from the exam room
- ❖ To securely return all exam scripts and exam materials to the Exams Officer

Other

- ❖ To attend training, refresher 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
 - Exams-related administrative tasks

This job description sets out the duties of the post at the time it was drawn up.

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PERSON SPECIFICATION - EXAMS INVIGILATOR

Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of education in literacy and numeracy skills.	
Competence Summary (knowledge, abilities, skills, experience)	<p>Be confident and a reassuring presence to candidates whilst exercising authority in the exam room.</p> <p>Able to relate and communicate clearly with staff and students.</p> <p>Have a flexible and positive approach to work.</p> <p>Must be reliable and punctual.</p> <p>Able to work as part of a team or alone if necessary</p> <p>Able to follow clear instructions.</p> <p>Able to remain calm under pressure.</p> <p>Understanding of and commitment to the requirements of safeguarding and data protection</p>	<p>Experience of working with young people.</p> <p>Experience of working as an exam invigilator.</p>
Other Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check is required.</p> <p>To attend training, refresher or review sessions as required.</p>	