

Invigilator job description

Reporting to	Examinations Officer
Hours of work	By negotiation and agreement during trial exams and formal exam seasons.

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

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
- 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.)

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Lakes 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'
 - Administrative exam preparation including the collation of candidate exam labels

Person Specification

Area	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Good standard of education. • Demonstrate awareness of Disability Discrimination and Equal Opportunities. • Demonstrate knowledge of Data Protection Act and confidentiality issues. • Demonstrate knowledge of health and safety at work legislation. • Demonstrate awareness of safeguarding children/child protection legislation. 	<ul style="list-style-type: none"> • Prior experience working in a similar role. • Prior experience in a school environment.
Personal Attributes	<ul style="list-style-type: none"> • Flexible and adaptable. • Conscientious and reliable. • Established interpersonal and communication skills. • Tactful and sensitive in working with all types of people. • Self-confidence and proven ability to work on own initiative. • Calmness in responding to emergencies and the unexpected. • Good teamwork and consideration for others. • Good organisational skills. 	
Skills	<ul style="list-style-type: none"> • Good written skills. • Basic IT skills (familiar with use of email, mobile phone messaging etc.). • The ability to be an effective communicator with students and staff. • Ability to use initiative. • Ability to work as part of a team. 	

The post holder should be aware that the above job description and specification are not exhaustive. From time to time there may be a need to carry out other reasonable duties commensurate with the post, always in consultation with the post holder.