



Job Description

Job Title: Examination Invigilator (Casual)
Department: Exams Office
Responsible to: Examinations Manager
Last reviewed: January 2020

Job Outline:

You will be one of a number of individuals who form a bank of Examination Invigilators that may be called upon from time to time to provide occasional assistance within the Haileybury Exams Department. The majority of examinations take place during May and June each year and the length of the sessions can vary, although the job holder would be required to be available for the beginning of each session and for its duration.

If you are considering this position, please be advised that, as and when work is offered, we are ideally looking for people who can commit to at least four sessions within any one week. Please note, the number of sessions per week can vary week on week and there may be no sessions offered at all. Normal working hours will vary between 8.30am and 5.00pm. It may be necessary however to work outside of these hours for some examinations.

When carrying out work, the primary objectives are to support the Examinations Officer, Examinations Coordinator and Head of Learning Support with the day-to-day operations of examinations and to ensure a calm environment to give the pupils the best possible opportunity to be successful. In addition, the job holder will need to be familiar with the JCQ ICE booklet, CIE instructions and the conduct of IB Diploma Programme examinations' and help ensure that the conduct of the exam takes place within these guidelines (relevant documents will be supplied).

Main Duties:

As an invigilator, you and the other invigilators will be responsible for the following:

Before Exam:

- it is the duty of the EO and EC to ensure correct exam procedure is being followed and invigilators are supported/advised;
- to assist with setting-up examination venues by laying out the correct materials and examination papers in accordance with strict procedures;
- to assist with the display of seating plans and notices to be placed outside venues;
- to ensure the JCQ ICE, CIE & IBDP booklet is available, Emergency Fire Procedure/Evacuation Policy, registers and seating plans are available;
- to assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- to ensure that candidates do not talk once inside examination venues.

During Exam:

- to ensure that pupils do not leave an examination venue until instructed to do so at the end;

- to deal with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- to check attendance during examinations and recording details of late arrivals;
- to manage and record so that a report can be submitted to the Exam Board;
- in case of emergency to escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- to refer to the EC immediately if suspected malpractice is taking place.

After Exam:

- to help make sure that answer booklets have been completed correctly, and to ensure that question numbers have been entered in the appropriate box on the front of the answer booklets;
- to help in the collection of examination scripts by candidate number order. All scripts must be collected before pupils of that subject can leave;
- to supervise candidates leaving examination venues, ensuring that candidates do not remove examination papers, answer scripts, equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner;
- to assist with the preparation of script envelopes and completion of Exam Board registers for despatch;
- on the rare occasion where pupils have clashes, supervise them between until the start of the next exam according to JCQ guidelines.

Inspections:

It should be noted that public examinations are subject to JCQ, CIE or IBO scrutiny. Inspections are never announced and inspectors can walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

- to receive and deal with all correspondence, including, telephone calls and E-mails, in an appropriate manner;
- to remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility and to undertake your duties in line with established Haileybury practices and protocols;
- to establish and maintain effective communication channels and efficient/effective working relationships with other members of the department, College personnel and College customers;
- to keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame;
- make use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including accounting packages, word processing packages, spreadsheets, databases, etc;
- to undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role;
- to complete all duties effectively, efficiently, accurately and within allocated deadlines.
- you are required at all times to carry out your duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the

Examination Officer (EO) or the Examination Co-ordinator (EC). You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work;

- to undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords;
- to undertake your responsibilities to promote the safety and wellbeing of children and young people;
- to undertake your responsibilities at Haileybury in respect of Child Protection - Please see below;

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

ESSENTIAL

Personal Skills:

- well organised;
- team player;
- able to work individually as well as on own initiative;
- excellent communication (both written and oral) and interpersonal skills at all levels;
- ability to relate well to school staff, candidates of all abilities, parents and carers;
- confident, self-motivated and proactive;
- enthusiastic and ability to learn;
- ability to maintain confidentiality;
- good supervisory skills;
- numerate/literate;
- honest, polite, reliable, resourceful, flexible, punctual and committed.
- the ability to be vigilant, whilst at the same time not disturbing the candidates.

Experience:

- experience of working in a secondary school environment;
- an understanding of examination processes;

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.