

Invigilator job description

| Reporting to | Examinations Officer | Pay | £ 38.50 per invigilation session for a maximum of 3 hours per session regardless of whether the session is under 3 hours.  If a session should run over 3 hours the hourly rate of pay will be £12.83**.**  Training sessions and Inset day attendance will be paid at £12.83 per hour. |
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| Hours of work | You must be available for four weeks in January for Mocks and from last week in April until middle of June. We also have various sessions during the year for external exams – music, entrance exams. IB Mocks in November. | | |

**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 always followed

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**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Box Hill School regulations and instructions
2. 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**

* Always supervise and observe candidates 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)
  + Roving Invigilation.
  + other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check’

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| **Confidentiality:** |
| **Confidentiality is particularly important for this post. The post holder must maintain the confidentiality of information about children, staff and other school business in accordance with the Data Protection Act 2018.** |

**The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service.**