

Exams Invigilator Job Description

Hours: To work as and when required, subject to the needs of the school
Weeks: Term time only
Responsible to: Exams and Data Manager

ROLE

An Examinations Invigilator holds a very important and responsible role. Applicants need to be reliable, have excellent organisational skills and previous experience in an administrative role or similar is desirable. The successful candidates will need to be precise with attention to detail.

RESPONSIBILITIES

Pre-examination:

- A full understanding of the rules and regulations laid down by the Joint Council for Qualifications. <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- Preparation of examination venue(s) ensuring conditions within these areas are in accordance with JCQ regulations.
- Accurate distribution of student candidate cards, examination papers and resource materials in accordance with strict procedures.
- Liaising with the IT department to ensure the correct set up of computer equipment and software packages are available for candidate use. An understanding of information technology would be an advantage although full training will be given.
- Supervising students prior to entering the exam hall ensuring they are well prepared for the examination ahead.

Entry to the Examination Venue

- Assisting candidates in finding their seats and ensuring banned items (for example: mobile phones) are not taken into the exam hall.
- Ensuring students collect necessary equipment prior to entering the examination venue.

During the Examination

- Ensuring candidates enter the exam venue adhering to JCQ rules and regulations and continue to follow these rules throughout the duration of the examination.
- Announcing rules and regulations to candidates in a clear and confident manner.
- Ensuring a prompt and punctual start to examinations.
- Accurate completion of examination registers.
- The monitoring and management of student conduct.
- Invigilating during exams dealing with queries raised by students and with any incidents of illness or suspected irregularities.
- Recording details of late arrivals and ensuring allowances (where applicable) are applied.

At the End of the Examination

- Continuing supervision of all candidates until they have left the venue.
- Thorough and careful collection of all exam materials including the examination papers.

- Organising, packaging and despatching examination papers completing relevant paperwork in a precise and accurate manner.
- Tidying and clearing of exam venue(s) and returning equipment used by both candidates and invigilators to a central store room ensuring they are stored in a tidy manner.

Punctuality and the ability to work flexible hours are of key importance as hours will vary from day to day, with the bulk of external examinations falling in May and June and additional internal exams taking place throughout the academic year. Applicants must have the ability to understand and follow both candidate and Invigilator timetables, be able to carry out clerical tasks without supervision and work on his/her own initiative. Regular meetings and training sessions are organised throughout the year to provide continual professional development and the successful applicants would need to attend on a regular basis.

Additional:

Health & Safety – to operate safely within the workplace with regard to the School’s Health and Safety policies, procedures and safe working practices. To be responsible for the health and safety of self and others.

Equality & Diversity – to work within the School’s Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care – to continually review, develop and improve systems, processes and services in support of the School’s pursuit of excellence in service delivery. To recognise the value of the people in the school as a resource.

The job description is subject to review and may be changed following consultation with the post holder.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.