# Dragonfly Education Trust

Job Description – Examinations Invigilator

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| Job Title: | Examinations Invigilator |
| Salary: | £8.00 per hour plus an allowance for holiday entitlement |
| Responsible to: | Examinations Officer |
| Hours of Work: | A range of sessions are available:  8.30am to 11:30am  11.30am to 1.30pm  1.30pm to 3.15pm  Minimum of 2 hours per session |
| Purpose of Job: | The primary purpose of this post is to participate in conducting of internal and external examinations. To include, where appropriate, ensuring that all Exam Board regulatory requirements for the conduct of examinations are strictly adhered to. |

**Main Duties & Responsibilities**

* To check the examination room prior to the arrival of candidates to ensure that:
  + heating, lighting, ventilation and levels of extraneous noise are acceptable
  + no display materials that might be helpful to candidates are visible
  + a reliable clock of readable size is visible to each candidate
  + the *Warning to Candidates* is displayed both inside and outside the examination room
  + the *Notice to Candidates* is displayed in a public place outside the examination room
  + the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
* To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
* To carry out checks on the identity of candidates on their arrival
* To take all reasonable steps to ensure that:
  + Candidates obey the regulations of an exam room as laid out in the exam guidelines
  + the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
  + candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  + candidates have all the necessary material to enable them to complete the examination
  + security and confidentiality is maintained at all times
* To be aware of any needs that candidates may have during an exam
* To give clear instructions to candidates about the conduct of the examination ensure that they fully understand what they are required to do.
* To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
* To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
* To know the actions to be taken in the event of an emergency such as a fire alarm.
* At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers.
* After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners
* To collect all unused stationery in the examination room and return it to the Examinations Officer.
* To ensure that the room is left in a tidy condition

**Physical Effort**

The postholder will be expected to be able to stand for the duration of the examination (maximum duration 2.5 hours) and be able to respond to students quickly.

**Working Environment**

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment.

**General**

The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

***Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.***

**PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** |
| Qualifications | Good general education including English and Mathematics to GCSE Level or equivalent |  |
| Knowledge, Skills & Experience | Can work independently and constructively as part of a wider team | A knowledge of the ‘Instructions for the conduct of examinations’ produced annually by Joint Council for Qualifications.  Previous experience of invigilating examinations in a school environment. |
| Personal Qualities | Accuracy and attention to detail  Flexible approach to work  Ability to relate to academic staff and students and can exercise authority  Ability to work under pressure and to tight deadlines  Can be relied upon  To be able to stand for 2.5 hours and move quickly to respnd within the examination room |  |

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