

JOB DESCRIPTION

JOB TITLE	Exam Invigilator
GRADE BAND	WHFNJC J / WILNJC B / BERNJC A3 OXFNJC C / RIDNJC A3
RESPONSIBLE TO	Exams Officer
DEPARTMENT	Examinations
DATE JD/PS SIGNED OFF	August 2018

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

MAIN TASKS, DUTIES & RESPONSIBILITIES

Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board and that allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

To support the Examinations Officer and other invigilators with the day-to-day operation of examination venues.

This activity may include:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Closely following and enforcing exam procedures and regulations;
- Supervise all aspects of the exam and remaining vigilant throughout
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that candidates do not talk once inside examination venues;
- Report incidence of suspected malpractice to the Lead Invigilator;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- Checking attendance during examinations and ensuring that seating plans are accurate;
- Recording details of late arrivals;
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues as directed by Lead Invigilator;
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times as directed by Lead Invigilator;
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Assist Lead Invigilator with collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures.

To assist Examinations staff with other examination processes. This activity may include;

- Assisting with packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- Be available for additional training meetings as required.

ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
Willingness to continue personal development as agreed	D		X
GCSE C/4+ Maths and English	D	X	
Experience and Knowledge			
Previous experience in a school environment	D	X	
Previous experience in similar/same post	D	X	X
Skills and Abilities			
Excellent communication skills.	E	X	X
Use your own initiative and make decisions quickly	E		X
Excellent time-management skills	E		X
Work under pressure and meet deadlines	E	X	X
Highly organised	E		X
Values and Behaviours			
Good team player	E		X
Engage actively in the performance review process			
Contacts and Relationships			
Staff			
Students			
Physical, Mental and Emotional Demands			
Special Requirements			