



Tolworth Girls' School & Sixth Form

Job Description

JOB TITLE:	Examinations Invigilator
Hours:	Casual ZERO hours guaranteed
Salary:	Support: £9.18ph Lead: £10.71ph

Invigilators are paid for work completed on a weekly time sheet. The hourly rate for invigilators includes a holiday allowance, which equates to 12.07% of the hourly rate

RELATIONSHIPS

RESPONSIBLE TO
Examinations Officer

IMPORTANT FUNCTIONAL RELATIONSHIPS
Headteacher
Teaching Staff
Support Staff

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 declare if they have any close friends or relatives sitting exams, either at this centre or elsewhere, and alert the Examinations Officer if they are scheduled to work a venue containing a close friend or family member
- 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 followed at all times

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Tolworth Girls' School & Sixth Form 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

- Supervise and observe candidates at all times 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 or face-to-face invigilator training and assessment for that academic year
 - Undertake, where required and where able, other duties requested by the exams officer
 - 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)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Person Specification

Skill Set & Knowledge Required	Essential	Desirable
Excellent communication skills verbal & written	✓	
Able to work as a team	✓	
Able to prioritise & work flexibly to deadlines	✓	
Knowledge of using Microsoft Excel (Basic)		✓
Knowledge of Microsoft Word	✓	
Knowledge of Microsoft Outlook	✓	
Familiarity with the use of office equipment i.e. photocopiers		✓
Experience of SIMS (Schools Information Management System)		✓

Experience of working in a fast paced school environment		✓
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Employee Name: _____

Employee Signature: _____ Date: __/__/__