

Job Description

Job title: Examination Invigilator
Responsible to: Examinations Manager

Key focus

To supervise students taking examinations and to ensure the examination is conducted according to JCQ's "Instructions for Conducting Examinations", in order to:

- uphold the integrity of the examination process;
- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Responsibilities

- To understand and implement the relevant sections of JCQ's "Instructions for Conducting Examinations"
- To participate in training and updates provided by the Centre
- To assist in the setting up of examination rooms, including clock, notices, labels, equipment, answer booklets and question papers
- To take responsibility for the supervision of candidates from the moment they walk into the examination hall and to ensure candidates obey the regulations of an exam room at all times
- To ensure candidates sit according to the seating plan and take to their desks only those articles, instruments or materials which are expressly permitted
- To provide candidates with all the necessary material to enable them to complete the examination and to ensure that only official examination stationery is issued
- To open the packet(s) of examination papers and issue the papers to candidates
- To give clear instructions to candidates about the conduct of the examination and to ensure that they are aware of the pre-exam start information and any erratum notice that may affect them
- To supervise the candidates throughout the time the examination is in progress and give complete attention to this duty
- To be aware of any needs that candidates may have during an exam
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To uphold the expectation that only staff who are scheduled to be in the exam hall by the Examinations Manager are present at any time during the exam;
- To maintain security and confidentiality at all times and to report any suspicion of malpractice to the Head of Centre
- To record attendance on the official examination registers and to keep a signed record of seating and invigilation arrangements
- To follow the guidance of the Examinations Manager on what to do if a student wishes to leave the examination room during the examination

- To know, and follow if necessary, the actions to be taken in the event of an emergency such as a fire alarm
- To collect answer scripts in candidate number order and ensure that candidates have used their correct Centre and candidate numbers
- To supervise the scripts as required until they are delivered to the Examinations Manager
- To assist in clearing the exam hall and returning stationery and equipment to the exams office
- To contribute to the evaluation of the exams service in the school
- To carry out any other duties commensurate with the post as requested by the Examinations Manager

This job description is correct as of April 2022 but may be revised in line with the Trust's and JCQ's requirements.

Person specification

You must be able to demonstrate:

1. Punctuality and reliability
2. High expectations of all students regarding achievement and behaviour
3. The ability to take on responsibility
4. Good interpersonal skills, with a calm and organised attitude
5. The ability to act on own initiative
6. The capacity to work as part of a team
7. A meticulous approach, with an eye for detail
8. The ability to be constantly vigilant when examinations are in progress
9. A competent level of written and spoken English
10. Commitment to the safeguarding of students

All staff at Mulberry School for Girls, Mulberry UTC and Mulberry Academy Shoreditch are required to have a satisfactory enhanced Disclosure and Barring Service certificate.