

Job Description

Role: Exam Invigilator

Salary: Standard, £11.46/hr Lead, £16.52/hr

Contract Type: Permanent, Term Time only

Working Hours: Variable

Reporting to: Examinations Officer

The main purpose of the job will be as follows:

The job revolves around providing the best possible conditions for pupils to undertake examinations and to ensure they are conducted within the national guidelines and regulations.

The successful candidate would be joining the Academy's invigilator team, who are led by the Exams Officer. Invigilators work within the school on an ad hoc basis. Exams are taken at various times during the academic year so the work can be seasonal and as such there are no guaranteed hours. Working days and hours are flexible and the role requires invigilators to be reliable and punctual. The post requires DBS clearance.

Key Responsibilities

Before Exams

- Report to and be briefed by the Examinations Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams
- Assist in checking and setting up the examination room
- Assist in admitting candidates into exam rooms under formal exam conditions
- Distribute the correct questions papers and exam materials to candidates as per instructions from the Examinations Officer
- Instruct candidates of their conduct of the exams
- Start examinations (where required) in accordance with JCQ regulations

During Exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Deal with emergencies and irregularities effectively
- Record/report any incidents, disruptions or irregularities to the Exams Officer
- Complete accurate attendance registers
- Deal with candidate questions in accordance with JCQ regulations

After Exams

- Collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts and match the details to the attendance register
- Securely pack all exam scripts and exam materials, into awarding body envelopes or teaching groups, ready to be checked by the Exams Officer

Other tasks, as directed by the Exams officer may include:

- Supervision of exam timetable clash candidates between exam sessions
- facilitation of 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 JCQ 'second pair of eyes check'
- Carry out catch-up exam sessions for internal assessments
- Be fully conversant and able to follow fire emergency or evacuation procedures.
- To not discuss or disclose confidential or personal information regarding the candidates or the exam administration other than in the requirements of the invigilation.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

The ideal candidate for this role will:

1. be reliable, flexible and endeavour to make themselves available for main exam period(s)
2. have good communication skills and the confidence to instruct a hall full of pupils
3. be a team player
4. project a calm and reassuring manner in front of pupils when giving instructions
5. provide an appropriate level of authority when issuing instructions
6. remain vigilant in exam situations for possibly periods of time up to 3 hours
7. have a basic level of IT skills (familiar with use of emails etc.).