

## Exam Invigilators

**Working Pattern:** Zero Hours

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| <p><b>Job Purpose</b></p>           | <p>To ensure that examinations are conducted according to the regulations to:</p> <ul style="list-style-type: none"> <li>• Ensure all candidates have an equal opportunity to demonstrate their abilities</li> <li>• Ensure the security of the examination materials before, during and after the examination</li> <li>• Prevent possible candidate malpractice</li> <li>• Prevent possible administrative failures</li> </ul>   |
| <p><b>Key Responsibilities:</b></p> | <p><b>Accountabilities</b></p> <ul style="list-style-type: none"> <li>• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Crosfields regulations and instructions.</li> <li>• To have a key role in upholding the integrity and security of the external examination/assessment process.</li> </ul> <p><b>Before examinations:</b></p> <ul style="list-style-type: none"> <li>• Report to and be briefed by the exams officer prior to each exam session</li> <li>• Keep confidential exam question papers and materials secure before, during and after exams</li> <li>• Ensure exam rooms are set up according to the necessary requirements</li> <li>• Admit candidates into exam rooms under formal examination conditions</li> <li>• Give full attention to conducting the examinations properly</li> <li>• Identify candidates and seat candidates according to the required arrangements</li> <li>• Distribute the correct question papers and exam materials to candidates</li> <li>• Instruct candidates in the conduct of their exams</li> <li>• Deal with candidate questions</li> <li>• Start exams</li> </ul> |

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|                                     | <p><b>During examinations:</b></p> <ul style="list-style-type: none"> <li>• Supervise and observe candidates at all times and be vigilant throughout examinations</li> <li>• Keep disruption in examination rooms to a minimum</li> <li>• Deal with emergencies or irregularities effectively</li> <li>• Record/report any incidents, disruption or irregularities</li> <li>• Complete attendance registers</li> <li>• Deal with candidate questions according to the regulations</li> </ul> <p><b>After examinations:</b></p> <ul style="list-style-type: none"> <li>• Instruct candidates in finishing their examinations and collect examination scripts and materials.</li> <li>• Dismiss candidates from the examination room.</li> <li>• Check candidates' names on scripts, match the details on the attendance register.</li> <li>• Print Students answer sheet who did their exams on laptop and get it signed by student.</li> <li>• Copy the document on USB for students who completed their exams on laptops and securely return it to Exams officer.</li> <li>• Securely return all examination scripts and materials to the exams officer and support Exam officer with packing the script</li> </ul> |
| <p><b>Experience and Skills</b></p> | <p><b>Requirements:</b></p> <p>Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.</p> <ul style="list-style-type: none"> <li>• Invigilators are required to:             <ul style="list-style-type: none"> <li>○ Declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them</li> <li>○ Confirm their availability in advance of main examination periods</li> </ul> </li> <li>• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all time</li> </ul>  |

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|                                    | <p><b>An ideal candidate will:</b></p> <ul style="list-style-type: none"> <li>• Be reliable, flexible and readily available during main examination periods</li> <li>• Have effective communication skills and good interpersonal skills</li> <li>• Work well as part of a team</li> <li>• Be confident and a reassuring presence to candidates in examination rooms</li> <li>• Be able to give instructions and manage situations involving different groups of people</li> <li>• Have basic IT skills (familiar with use of email, mobile phone messaging etc.)</li> <li>• Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations</li> </ul> |
| <p><b>Review and Amendment</b></p> | <p>This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.</p>   |

*Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see here [Guidance on the Rehabilitation of Offenders Act 1974](#).*

*As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.*

*Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).*