

Job Description

Examinations Invigilator

Pay Scale: Grade 3

Reporting to: Lead Invigilator/ Examinations Officer

Job Definition

Under the direct supervision of the Lead Invigilator/ Exams Officer ensure that all aspects of the exam process are followed including preparation and distribution of materials, supervision of candidates and collection of exam papers within the examination room.

Purpose of the Job

1. To supervise examinations, working in accordance with all regulations, policies and procedures, to maintain the integrity and security of the examination session.
2. To safeguard the health, safety and welfare of students in the examination room.
3. To ensure equal opportunities and accessibility of examinations are available to all candidates.

Main Responsibilities, Tasks and Duties

1. To assist the Lead Invigilator/ Exams Officer with the setting up of the examination room and ensuring it meets the necessary requirements and where appropriate:
 - a. Ensure the room is accessible to all students, including those with any form of disability;
 - b. Check the clocks are in working order, accessible and accurate;
 - c. Ensure there are the correct number of desks and they are at least 1.25 metres apart;
 - d. Check lighting is working and suitable;
 - e. Advise Examinations Officer or Caretaker if room is too hot or cold;
 - f. Ensure stationery lists and any subject-specific instructions issued by the Awarding Body are available;
 - g. Check the relevant notices and posters are displayed inside and outside the exam room;
 - h. Ensure the Centre Number is on display and the whiteboard shows all other necessary information relating to the exam;

- i. Check the yellow JCQ (*Instructions for Conducting Examinations*) is inside the examination room's folder and ensure all invigilators are aware of where it is kept;
 - j. Set out candidates' in accordance with the seating plan;
 - k. Set out desks for candidates eligible for extra time, as indicated on the seating plan, and ensure invigilation team is aware of where those students are sitting;
 - l. Arrange for the collection of stationery boxes, papers and answer booklets from the Examinations Officer;
 - m. Ensure papers are stored securely in the examination room and that no adults or students have access to them;
 - n. Ensure the invigilation register is completed and be responsible for the signing in and out of any visitors to the examination room;
 - o. Be aware of evacuation procedures and ensure the invigilators on duty understand these.
2. Prior to the examination, arrange for the secure storage of unauthorised items, such as mobile phones or other electronic devices, by allocating an invigilator to this task, either outside or at the back of the examination room.
 3. Assist the Lead Invigilator/ Exams Officer with adequate supervision of students inside of the examination room to ensure candidates enter appropriately and in compliance with examination regulations:
 - a. Supervise candidates to make sure they enter the examination room in silence and do not communicate with each other;
 - b. Help candidates get seated as quickly and efficiently as possible;
 - c. Check candidates do not take unauthorised items to their seats.
 4. Arrange for the opening and distribution of exam papers as soon as the first candidate is seated. Ensure candidates all have correct paperwork.
 5. Read the announcement to candidates from the Invigilation Handbook, as well as any erratum notices and ensure candidates are aware of evacuation procedures. Inform candidates they are under examination conditions and ensure these are maintained until the exam is finished and students are dismissed from the room.
 6. Maintain effective time keeping, notifying students of the start and finish times, and ensuring these are accurately recorded on the whiteboard, including timings for candidates who are late or are allowed extra time.
 7. Ensure candidates' queries are responded to in accordance with exam regulations. Notify Examinations Officer if a candidate raises a concern or problem regarding the examination paper.
 8. Supervise late candidates, ensuring they are briefed, seated and can commence the exam with minimum fuss. Supervise any students who

may need to leave the room during the exam, in accordance with the examination regulations.

9. Assist the Lead Invigilator/ Exams Officer by taking the examination register and notify the Examinations Officer of any absentees as quickly as possible.
10. Ensure students are supervised during the exam in a quiet and unobtrusive manner. Notify the Lead Invigilator/ Examinations Officer immediately should there be any concerns over behaviour, malpractice, or any other issues.
11. Amend the seating plan if any changes have taken place.
12. Organise the collection of papers by the invigilation team, as directed in the Invigilation Handbook. Arrange for the sorting of papers into candidate number order by subject/tier, and ensure there are no missing scripts. Maintain security of scripts by ensuring they are not left unattended at any time and they are safely delivered to the Examinations Officer at the end of the exam.
13. Organise the return of any mobile phones etc to candidates in accordance with school procedures.
14. Distribute exam stationery and equipment, such as pens and calculators, to candidates, and its safe collection at the end of the examination.
15. Ensure that all candidates are dismissed in an orderly fashion and in accordance with examination regulations and school procedures, with as little disturbance as possible to other students who may still be working.
16. Ensure the examination room is left in a tidy state ready for the start of the next exam and arrange for the return of all stationery boxes and other items to the Examinations Officer. Remove any notices or signs, as appropriate.

General

1. The duties and responsibilities in the Job Description are not exhaustive. The post holder may be required to undertake other duties that may be required from time-to-time within the general scope of the post.
2. The post holder is required to carry out duties in accordance with school policies and procedures at all times.

Person Specification

Exam Invigilator

Knowledge and Experience

- 1.1 A sound knowledge of the 'Instructions for the Conduct of Examinations'
- 1.2 A sound knowledge of the roles of the JCQ and Awarding Bodies
- 1.3 A sound knowledge of the school's examination policy and procedures

Skills and Abilities

- 2.1 Ability to demonstrate accuracy and attention to detail
- 2.2 Ability to relate to candidates, yet maintain an air of authority
- 2.3 Ability to communicate with candidates and members of staff clearly and accurately
- 2.4 Ability to work as part of a team or alone as necessary
- 2.5 Ability to demonstrate effective oral and written communication skills
- 2.6 Ability to act on own initiative, dealing with any unexpected problems that arise

Personal Qualities

- 3.1 Ability to demonstrate a flexible approach to work
- 3.2 Ability to offer reliability and punctuality
- 3.3 Ability to keep calm under pressure or during unexpected circumstances
- 3.4 Ability to demonstrate common sense and initiative
- 3.5 Ability to be fair at all times
- 3.6 Willingness to participate in In-house training for the role
- 3.7 Willingness to maintain confidentiality on all school matters

Desirable Criteria

- 4.1 Previous experience of invigilating examinations in a school environment