

# Bridgwater and Taunton College Trust

Exam Invigilator



**Exam Invigilator**  
**Grade: Band 04, Scale 05.**

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

## **Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

# Bridgwater and Taunton College Trust

## Exam Invigilator

### Core Purpose

To ensure the fair and proper conduct of exams by adhering to the school's policy and JCQ guidelines, in an environment that gives each student the best opportunity to perform well in the exams and to their full potential.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

To work as part of a team of Exam Invigilators supporting the Exams Officer in the day-to-day operation of exam venues. This **may** include:

- Assisting with setting up exam venues to meet JCQ requirements
- Collecting/checking essential equipment for exams
- Collecting/checking exam stationary
- Collecting/checking exam papers
- Closely following and enforcing exam procedures and regulations
- Supervising the entry and exit of students from the exam venue
- Registering candidates and informing the office of any absentees
- Ensuring students are seated according to seating plan
- Maintaining strict exam conditions
- Informing candidates of exam regulations
- Remaining alert and vigilant throughout exam
- Dealing with student enquiries in accordance with JCQ regulations
- Ensuring accurate timekeeping during the exam
- Taking note of any malpractice or problems and informing Exams Officer
- Ensuring candidates stay for the full duration of exam
- Collecting in question papers and exam scripts in candidate order
- Dismissing candidates in silence a row at a time
- Invigilating smaller groups of students including those with medical or special educational needs. This may include reading and/or scribing
- Returning all scripts, exam papers and equipment to Exams Officer
- Assisting with the checking and packing of exam scripts after the exam • Any other reasonable duties assigned by the Exams Officer

### Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others

## Bridgwater and Taunton College Trust

### Exam Invigilator

- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

### Person Specification

| Area to be assessed       | Essential criteria                                                                                                                                                                                                  | Desirable criteria                                                                       |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Safeguarding              | Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.                                                                                                           |                                                                                          |
| Qualifications/Experience | GCSE English & Maths A* - C or equivalent<br><br>Excellent organisational skills<br><br>Ability to communicate with students and adults clearly and accurately<br><br>Ability to work to predetermined instructions | Experience of working in a similar role<br><br>Experience of working in a school setting |
| Knowledge/Skills          | Accuracy and attention to detail<br><br>Effective verbal and written communication skills<br><br>Ability to remain calm under pressure or unexpected circumstances                                                  |                                                                                          |