



Guilborough Academy

Guilborough Multi Academy Trust

Job Description

Post **Exam Invigilator**

Post Holder

Responsible to **Exams Manager**

Specific Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Guilborough Academy instructions.
- To play a key role in upholding the integrity of the examination process.

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- Be flexible
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms

Before exams:

- To report to and be briefed by the Exams Manager prior to each exam session.
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams:

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To deal with candidate queries

After exams:

- To collect exam scripts
- To dismiss candidates from the exam room
- To securely return all exam scripts and exam materials to the Exams Manager

Other:

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the Exams Manager, for example;
 - Supervision of clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
 - Exams-related administrative tasks

OTHER DUTIES

- Carry out any other duties as directed by the Principal commensurate with the general level of responsibility of the post. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a large and growing school which requires flexibility in all of its employees. This job description is current at the date shown but, in consultation with the Post Holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.