



Exam Invigilator

Salary / grade range	£11.59 per hour, casual contract
Location	Co-op Academy Grange
Reports to	Examinations, Qualifications and Data Officer

Purpose of role:

Invigilators are responsible for the correct running of external examinations and to play a key role in upholding the integrity of the examination process.

Invigilators should enjoy working as part of a team. They should be interested in working in a school environment and in supporting our candidates at this stressful time in their school career. The position is ideally suited to responsible, punctual, calm organised and approachable individuals.

Co-op Academy Grange requires invigilators to wear smart dress to promote a formal atmosphere within the examination venue.

Key accountabilities (and specific duties / responsibilities):

- Be reliable, flexible and readily available during the mocks and main exam periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in exam rooms
- Have basic IT skills
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Co-op Academy Grange's instructions
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to report to the Examinations Officer at least 60 minutes before the start of an examination session.
- Preparing the exam room and the distribution of examination materials, keeping confidential exam papers and materials secure before, during and after exams
- To admit candidates into the exam rooms in a quiet and orderly way. Seating the candidates according to the seating plans, supervising and observing them at all times.
- Be vigilant throughout the exam, keeping disruption in exam rooms to a minimum
- Registering the candidates and reporting any absences to the Examination Officer or Year Leader
- Supervising students with clashes, required to be held in isolation over certain lunchtimes



- To record/report any incidents, disruption or irregularities to the Exams Officer or Year Leader
- Assisting with distribution and collection of the exam papers, checking candidates name on scripts and matching the details on the attendance registers. Packing them for despatch at the conclusion of the examination ensuring accuracy
- Undertake online training, attend in house training, update or review sessions as required

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • A willingness to undertake induction training • In line with the Immigration Act 2016 fluency of the English Language 		I I
Experience <ul style="list-style-type: none"> • Experience of working in a team 		I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team • Good interpersonal skills • Be flexible • Able to work under pressure and to meet tight deadlines • Ability to respond professionally to diverse groups of people and present a positive image of the Campus to callers and visitors • Maintain confidentiality in matters relating to the Campus, its students, parents and carers • Accuracy and attention to detail • Ability to understand and follow detailed policies on the execution of exams 		



<ul style="list-style-type: none">• A personal commitment to equal opportunities, diversity and promoting good race relations• Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices• A thorough understanding of child protection policies and procedures		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Excellent time keeping and flexibility• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)		

This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.