

JOB DESCRIPTION – INVIGILATOR

Job title	Invigilator
Responsible to	Examinations Officer
Responsible for	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cockshut Hill School’s regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.
Effective from	ASAP

Summit Learning Trust Mission Statement

Strength through Diversity
Ambition through Challenge
Success through Endeavour

Role Purpose:

Working with our examination officer to ensure that the examinations are conducted according to the JCQ Instructions for conducting examinations in order to:

- a. ensure all candidates have an equal opportunity to demonstrate their abilities;
- b. ensure the security of the examination materials before, during and after the examinations;
- c. prevent possible candidate malpractice;
- d. prevent possible administrative failures.

Main Duties and Responsibilities:

Before exams

- Report to and be briefed by the examinations officer prior to each session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct questions papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to regulations

After exams

- Instruct candidates in finishing their exams and collect scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) undertake relevant online training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - Centre supervision of exam timetable clash candidates between exam sessions
 - Facilitation access arrangements for candidates, for example as a reader or scribe (full training will be provided)
 - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

General Duties:

- Co-operate with the school in complying with relevant health and safety legislation, policies and procedures
- Confirm availability in advance of main exam periods and be readily available
- Declare if invigilated previously and whether any current maladministration/malpractice sanctions apply
- Confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Carry out the duties and responsibilities of the post in compliance with the school's equal opportunity policy
- Support the aims and ethos of the school
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of keeping children safe in Education - safeguarding children
- Carry out any other reasonable duties

Experience:



- Excellent organisational and communication skills
- Essential to understand the importance of integrity and confidentiality
- Ability to work as part of a team
- Be able to give instructions and manage situations involving different groups of peoples
- Flexible and reliable
- Have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Notes:

- This job description is not necessarily a comprehensive definition of the post
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder

Job description issued by the Principal:	
Copy received by:	
Date:	