

## Associate Staff Job Description

Job profile	
<b>Post:</b>	Exam Invigilator
<b>Responsible to:</b>	Exams Officer
<b>Hours of work:</b>	The work of an exam invigilator will be on the day of an exam only, and will normally be for the length of the exam plus extra time if required.

Core Purpose:
To assist the Examinations Officer and team in the smooth and efficient administration and running of examinations, undertaking student invigilation, management of rooms, facilities and equipment. Experience is not required, as full training will be provided.
Main Duties:
<ul style="list-style-type: none"> <li>• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies and de Stafford School instructions</li> <li>• To play a key role in upholding the integrity of examination/assessment process</li> </ul> <p>Invigilators will be required to be involved with the following:</p> <p><b>Prior to an exam</b></p> <ul style="list-style-type: none"> <li>• Report to and be briefed by the exams officer prior to each exam session</li> <li>• Keep confidential exam papers and materials secure before</li> <li>• Ensure/assist exam room set up and that it meets exam instructions e.g. laying out labels on desks, displaying seating plans, numbering row of desks, setting out exam papers, checking all required notices are in place, checking loan equipment is available as appropriate for that exam, setting up lap tops</li> <li>• Admit students to the exam hall</li> <li>• Identify, seat and instruct students in the conduct of the exam</li> <li>• Deal with student queries</li> <li>• Where necessary, start exams</li> <li>• Write finish time on white board at front of hall</li> <li>• Write finish time on individual cards for students with extra time allowance</li> </ul> <p><b>During an exam</b></p> <ul style="list-style-type: none"> <li>• Constant supervision and monitoring of students to ensure that they are following exam regulations</li> <li>• Keep disruption in exam rooms to a minimum</li> <li>• Be visible to students</li> </ul>

- Respond to any student with a query
- Distribute any equipment that may be requested
- Assist with emergencies or irregularities
- Possibly accompanying a student if they have to leave the hall during an exam
- Possibly complete a seating plan (if external exam)
- Read/scribe for students where there is an access arrangement in place

#### **After an exam**

- Collect in exam papers
- Assist in dismissing students from the exam room
- Check papers against exam board registers and parcel up ready for collection from Reception maintaining security of papers (if external exam) or batch papers and send back to department (if internal exam)
- Collect in loan equipment
- Clear desks of labels etc.

#### **General:**

- It is a mandatory requirement for all invigilators to attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the Exams Officer e.g.
  - Supervision of exam timetable clash candidates between sessions
  - Facilitating access arrangements

## GLF Schools - Person Specification

<b>Job Title: Exams Invigilator</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Good General Education including English and Maths at GCSE or equivalent		√
<b>Experience &amp; Skills</b>		
Excellent communication and interpersonal skills. Ability to communicate with students and members of staff clearly, calmly and accurately	√	
Good organisational skills with accuracy and attention to detail.	√	
Good time management skills: reliability and punctuality.	√	
Need for confidentiality and integrity.	√	
<b>Personal Attributes</b>		
Enthusiastic team player.	√	
Ability to work on own initiative	√	
Ability to work with others as part of a close-knit team, or alone, as necessary.	√	
Ability to adapt and be flexible and to keep calm under pressure.	√	
The ability to invigilate for several hours at a time, if required.	√	
Previous experience of working in a school or with young people.		√
Self-motivated	√	
Ability to work to predetermined instructions to ensure students comply with examination regulations and conditions.	√	
Be confident and a reassuring presence to candidates in exam rooms.	√	
Ability to both patrol the examination room on a regular basis and to stand for periods of time. This is necessary in order to monitor the conduct of students	√	
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		