**Job Outline and Person Specification**

|  |  |
| --- | --- |
| **Position Title** | **Exam Invigilator** |
| **Location** | Holsworthy Community College |
| **Reporting to** | Exams Officer |
| **Job Term** | Casual hours during term time |
| **Work Pattern** | Various times throughout the academic year but mainly during May and June |
| **Grade / Salary** | B3 £9.82 per hour |
| **Organisation** | Dartmoor Multi Academy Trust |
| **Start Date** | As soon as possible |

There are 16 schools within The Dartmoor Multi Academy Trust. Holsworthy College is part of the Holsworthy Federation group of schools, along with Bradford, Bridgerule and Black Torrington Primary Schools.

Your main place of work will be Holsworthy Community College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose**

The main purpose of the job is to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Holsworthy Community College instructions

## Main Responsibilities

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Holsworthy Community College instructions
2. Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCVT cannot be used for the purpose of invigilation. Invigilators have a key role in upholding the integrity of the examination/assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

*a) ensure all candidates have an equal opportunity to demonstrate their abilities;*

*b) ensure the security of the examination before, during and after the examination;*

*c) prevent possible candidate malpractice;*

*d) prevent possible administrative failures*

**Before exams**

* To report to and be briefed by the exams officer prior to each exam session
* To keep confidential 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
* To start exams

**During exams**

* To supervise and observe 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 incidents, disruption or irregularities
* To complete attendance registers
* To deal with candidate questions according to the regulations

**After exams**

* To instruct candidates in finishing their exams and to collect exam scripts and exam materials
* To dismiss candidates from the exam room
* To check candidates’ names on scripts, match the details on the attendance register
* To securely return all exam scripts and exam materials to the exams officer

**Other**

* To attend training, update or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example
  + supervision of exam timetable clash candidates between exam sessions
  + facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  + other exams-related administrative tasks

## PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| **Category** | **Requirements** | **Essential/**  **Desirable** |
| Education/Training | English and Maths basic skills | E |
| Experience | Experience is not required, as training will be provided  Applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. | D |
| Knowledge | Basic knowledge of computers | D |
| Skills/Abilities | Be flexible  Have effective communication skills  Be confident and a reassuring presence to candidates in exam rooms | E |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people, and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS.**