

Support Staff Job Outline and Person Specification

Position Title	Exam Invigilators
Location	Okehampton College
Reporting to	Examinations Officer
Job Term	Casual
Salary	B3, £9.62 per hour
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	As soon as possible

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at Okehampton College but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies within Devon as directed by the Employer.

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 purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

Main duties and responsibilities:

- To supervise candidate's entry into the examination room.
- To direct candidates to their designated seat.
- To make sure candidates are aware that they are under examination conditions.
- To open and distribute exam papers to candidates.
- To start an examination and read out any erratum notices.
- To complete an attendance register.
- To make sure that candidates are aware of the start and finish time of the examination.
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed.
- To be vigilant, but not intrusive throughout the period of the examination.
- To distribute additional paper/equipment as required.
- To finish an examination.
- To collect exam papers and exam scripts at the end of the examination.
- To supervise the orderly exit of candidates from the examination room.
- To return completed exam papers, exam scripts and exam stationary to a secure area at the end of an examination.

The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination beforehand, during and afterwards.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the head of the centre if they have any concerns about the exam process.

Examinations are very stressful times for students and therefore it is important for invigilators to do everything they can to provide optimum conditions for candidates to attain maximum results.

Invigilators also have a responsibility to the centre to ensure strict adherence to JCQ rules and regulations.

It is essential that all invigilators:

- Complete their training session and are accepted onto the 'list of approved invigilators' by the Examinations Officer.
- Make themselves aware of all guidance contained herein and within the I.C.E. booklet.
- Arrive promptly for their scheduled session, or notify the Examinations Officer via the College switchboard (01837 650910) if unable to attend.
- Give their full attention to candidates throughout the examination(s).
- Refrain from communication with other invigilators during the examination(s).
- Ensure that no papers are removed from the examination rooms before the end of the examination(s).
- Are aware of procedures should an emergency arise.
- Are aware of procedures for contacting the Examinations Officer should the need arise.

An invigilation cover list for the whole examination series will be provided in advance of the first examination. All invigilators are asked to check this list and raise any issues with the Examinations Officer in advance.

Most examinations will begin at 9.00am or 1.00pm. Check carefully that your session is not outside these times as it is possible in some circumstances for them to vary.

The **Examinations Officer** is responsible for all decisions taken regarding the scheduling and training of invigilators, security of papers, issuing of materials for the examination, decisions taken in response to the conduct of candidates during the examination, collection of papers after the examination, completion of paperwork relating to examinations and communication with the awarding bodies. The Examinations Officer reports to the **Associate Principal** within the centre and will normally refer any disputes over procedure to him/her for a ruling.

Please Note – Some decisions and actions taken in the administration of examinations are irreversible and can have a large effect on results for a candidate. **Any** doubts about procedure during an examination **must** be raised with the Examinations Officer before the candidate is allowed to begin the examination, use the equipment or leave the supervised environment in question.

JCQ Inspectors may be present within the centre at any time from the receipt of examinations material to the despatch of the last examination from the centre.

Procedures Prior to the Examination

A nominated invigilator will collect the examination papers from examinations secure storage and proceed to the designated room or hall. S/he should then begin the **pre-examinations check** as detailed in the **INSTRUCTIONS FOR INVIGILATORS OF ETERNAL EXAMINATIONS**. Remember that examination invigilation duties take precedence over **all** other centre activities with the exception of child protection and emergency evacuation procedures.

Staff Responsible for Examinations Administration

The following staff are responsible for examinations administration:

Examinations Officer
Senior Management Contact – Associate Principal
Full Invigilators

The Examination

The duties and responsibilities of the invigilation staff begin at the posted notice point of the room or hall concerned. The posted notices include the JCQ 'Warning to Candidates' poster. The examination is deemed by the JCQ to be underway **as soon as the candidates enter the examination room**, and to finish when the **last candidate leaves the room**. In cases of candidate(s) needing to leave the examination room or hall, such as for a toilet break or an emergency evacuation, the duty of the invigilator is to remain with the candidate(s).

Any perceived problems regarding the papers should be reported to the Examinations Officer immediately. Examinations invigilation staff may need to contact the relevant examinations board should it prove necessary, but this should not delay the start or progress of the examination.

All invigilators must sign the log indicating the time they were on duty.

Once candidates are seated in the examination room, the invigilation staff should check that prohibited materials are removed from candidates. These materials include, but are not limited to:

- Coats and bags.
- Non-transparent pencil cases.
- Mobile phones, whether active or not; (Candidates should not bring mobile phones into an exam venue anyway).
- Calculators or watches that also connect to the internet or act as radio communication equipment.
- Pens or other equipment that also act as Dictaphones or recording devices.

Any candidate whose hair covers their ears should be checked for communications equipment.

(Mobile phones removed from candidates should be switched off, removed from the room or otherwise rendered incapable of disturbing the examination, once in progress.)

During the examination, invigilators are required to give their full attention to the candidates and be ready to respond to any requests from them. No other tasks may be done by invigilation staff.

The JCQ requirements on the late arrival of candidates and the times at which candidates are permitted to leave supervised conditions are given in the Instructions for Conducting Examinations (ICE) document. Invigilators must be aware of these.

Any candidate taking a toilet break must be supervised whilst out of the examinations room. The invigilator may check for signs of malpractice in any toilet cubicle both before entry, during use and upon leaving. These may include, but are not limited to, writing on walls, use of mobile phones and written materials hidden within the cistern.

At the end of the examination, invigilators should assist with the collection of scripts and other relevant materials under the guidance of the Examination Officer.

Irregular Conduct

Malpractice during an examination is rare, but where it takes place it must be reported to the Examinations Officer as cases can have far reaching effects on more than a single candidate.

Before the examination, invigilators should make candidates aware of what constitutes unauthorised materials and warn them of the consequences of malpractice.

- If a candidate is found in possession of unauthorised material during the examination session it should be removed and retained by the invigilator. A warning must be given to the candidate. If the examination has started then the Examination Officer will need to make a note of the exact circumstances and timing of the discovery.
- A candidate must only be removed from the examination room when it is felt that his/her continued presence would cause disruption to other candidates. In this event, the Examinations Officer or member of SLT should be called. The candidate must remain under supervision at all times until a decision is reached on their continuation, or otherwise, in the examination. Any period of non-supervision, however brief, may render the candidate ineligible to continue the examination.
- In all cases of irregularity, the invigilator must provide the Examinations Officer with full written details as soon as possible following the examination. There may be a requirement at a later date to provide further details to investigating officers of the examination boards, the JCQ, or in serious cases the Police.

Please note the following in relation to examination practice:

- Calculators having the following features are prohibited: language translators; symbolic algebra manipulation; symbolic differentiation or integration; retrievable data storage.
- No display material must be visible in the room which could be of use to candidates.
- 'Warning to Candidates' notices must be displayed outside each examinations room.
- Correcting fluid/pens are prohibited in all cases.
- Use by a candidate of their own paper for rough work may result in an official warning from the examination board. Use of their own paper for final answers may lead to penalties for a candidate up to and including the loss of all marks gained for a unit.

- Defacing examination scripts or deliberate destruction of their own work by a candidate may lead to penalties for a candidate up to and including loss of all marks gained for a unit.
- Inclusion of offensive comments or obscenities aimed at a member of staff, examiner, ethnic or religious group, racist or lewd remarks or drawings on examination material may lead to penalties for a candidate up to and including the loss of all marks and being disqualified from all examinations in that series together with a ban on entering all future examinations for a set period of time.

Emergencies

In the event of the emergency alarm sounding, the invigilator must halt the examination, noting the time and duration of the interruption and await further instructions from a senior member of staff, unless the danger is clear and present in which case the evacuation procedure must be followed.

Should it prove necessary to evacuate the room, the invigilator must follow the instructions set out under Section 16 of the Instructions for Conducting Examinations (ICE).

All disruption of whatever nature must be reported to the Examinations Officer as soon as possible.

After the Examination

All scripts must be collected and returned to the examinations office. Unused stationery must be collected and returned to the examinations office or may be left in the old Sports Hall (room 101) as long as the room is locked behind the last invigilator to leave. Under no circumstances must scripts be left unattended or given to any other member of staff.

Invigilator: Access Arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.

The role of invigilator can be combined with the role of prompter, reader and/or scribe. Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier.
- A practical assistant.
- A reader/computer reader.
- A sign language interpreter.
- Scribe/speech recognition technology.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy

- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

All schools in 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).

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience		<ul style="list-style-type: none"> ◦ Experience of working within a school would be desirable. ◦ Experience of the educational system would be desirable. ◦ Experience of working with young people would be desirable. 	<ul style="list-style-type: none"> ◦ Application
Knowledge / Skills		<ul style="list-style-type: none"> ◦ Good literacy / numeracy skills ◦ Familiar with the JCQ instructions for conducting examinations would be desirable. ◦ Good general level of education. ◦ Articulate, with good comprehension skills. ◦ The ability to work constructively as part of a team. ◦ Strong inter-personal skills. ◦ The ability to relate well to children and adults. 	<ul style="list-style-type: none"> ◦ Application/ interview
Personal Qualities		<ul style="list-style-type: none"> ◦ Innovative with an abundance of common sense. ◦ Confident and authoritative. ◦ Organised and efficient. ◦ Reliable and punctual. ◦ Polite and friendly with a flexible approach to work. ◦ Calm and professional. ◦ Good standard of English and spoken voice. 	<ul style="list-style-type: none"> ◦ Application/ interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Occupation Health Pre-Placement Health Check
Equal Opportunities	<ul style="list-style-type: none"> ◦ Dartmoor Multi Academy Trust is an equal opportunities employer. 		