

EXAMS INVIGILATOR

Job Description

Grade: GR2

1. Job Purpose

- 1.1 to provide administrative support and supervision during the school exam periods alongside assisting the Examinations Officer
- 1.2 Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process

2. Key Responsibilities

- 2.1 To ensure that examinations are conducted according to the regulations
- 2.2 To ensure all candidates have an equal opportunity to demonstrate their abilities
- 2.3 To ensure the security of the examination materials before, during and after the examination
- 2.4 To prevent possible candidate malpractice
- 2.5 To prevent possible administrative failures

3. Main duties

- 3.1 To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Queensbury School regulations and requirements.
- 3.2 Before examinations report to and be briefed by the exams officer prior to each exam session
- 3.3 Keep confidential exam question papers and materials secure before, during and after exams
- 3.4 Ensure exam rooms are set up according to the requirements

- 3.5 Admit candidates into exam rooms under formal examination conditions
- 3.6 Give full attention to conducting the examinations properly
- 3.7 Identify candidates and seat candidates according to the required arrangements
- 3.8 Distribute the correct question papers and exam materials to candidates
- 3.9 Instruct candidates in the conduct of their exams
- 3.10 Deal with candidate questions
- 3.11 Start exams
- 3.12 During examinations supervise and observe candidates at all times and be vigilant throughout
- 3.13 Keep disruption in examination rooms to a minimum
- 3.14 Deal with emergencies or irregularities effectively
- 3.15 Record/report any incidents, disruption or irregularities
- 3.16 Complete attendance registers
- 3.17 Deal with candidate questions according to the regulations
- 3.18 After examinations instruct candidates in finishing their examinations and collect examination scripts and materials
- 3.19 Dismiss candidates from the examination room
- 3.20 Check candidates' names on scripts, match the details on the attendance register
- 3.21 Securely return all examination scripts, question papers and materials to the exams officer

4. Supervision Received

Supervising Officer's Job Title: Exam Officer

- 4.1 Level of supervision:

1. Regularly supervised by supervisor
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

5. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

6. **Special Conditions**

6.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> • Experience of invigilation is not required as training in the role and duties of an invigilator will be provided 	AF/C/I
Experience Relevant work and other experience	<ul style="list-style-type: none"> • Invigilators are required to: <ol style="list-style-type: none"> 1. declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions 	AF/I

	<p>applied to them</p> <p>2. confirm their availability in advance of main examination periods</p> <p>Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times</p>	
Skills & Ability e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> • be reliable, flexible and readily available during main examination 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 examination rooms • be able to give instructions and manage situations involving different groups of people • have basic IT skills (familiar with use of email, mobile phone messaging etc.) • seek to achieve competence in the role and a rigorous understanding of the JCQ regulations 	AF
Training	<ul style="list-style-type: none"> • Undertake training, update and review sessions as required • (prior to invigilating any external examination in a new academic year) Undertake relevant online training 	
Safeguarding	<p>Enhanced DBS is essential.</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</p>	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date: _____