

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.	• 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	• Invigilators are required to: 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>	
<p>Skills & Ability e.g. written communication skills, dealing with the public etc.</p>	<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:
