



Location: South Nottinghamshire Academy, Glebe Lane, Cropwell Road, Nottingham, NG12 2FQ

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Point 29 (hourly rate)

Hours of work: Casual - as and when required for internal and external exams. Applicants should be available for work for at least three sessions per week during the five-week-long Summer Exam season. Sessions last on average three-hours.

Responsible to: Exams Officer

Post objective: To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Nottinghamshire Academy instructions.

Main Duties and Responsibilities:

Job purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Nottinghamshire Academy instructions
- To play a key role in upholding the integrity of the examination/assessment process
- To work as part of a team of professional and friendly Invigilators

Key Skills Required

- Diligence and attention to detail alongside a willingness to speak up to ensure rules and procedures are followed
- Excellent communications skills, particularly verbal, with the confidence to speak to groups of students
- Calmness and ability to think clearly – particularly in situations where others may be nervous or anxious
- A 'can do' attitude across a number of exam scenarios making you a flexible and helpful member of the SNA Exams Team

Main Duties

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

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
- 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 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

Application

Applicants should reference any relevant skills and experience they have when giving details of previous work and education in their application form and covering letter.

All applicants should ensure that their application form contains the date which they left full-time education and explains what the applicant has done since that time without leaving gaps (activity may include retirement, voluntary work and career breaks etc.).