



Warden Park

'The Best From All'

JOB DESCRIPTION

JOB TITLE: EXAMINATIONS INVIGILATOR **GRADE:** A1

REPORTS TO: EXAMINATIONS COORDINATOR / LEAD INVIGILATOR

LIAISES WITH: ACADEMIC STAFF AND STUDENTS **DEPARTMENT:** EXAMINATIONS AND AWARDS OFFICE

Main Purpose and Object:

- To assist in the conducting of external and internal examinations for students.

Responsibilities:

- Arrive 30 minutes before the timetabled 'start' of each examination in the reception area.
- Collect equipment box and examination papers from the Examinations Coordinator (at cupboard). Once you have taken delivery of examination papers, they **must not** be left unattended.
- Check that the seating plan and a copy of the booklet *Instructions for Conducting Examinations* is on display.
- Set out candidate name/number cards according to the seating plan provided. Be aware of any candidate who has special circumstances and may require extra help.
- Set out examination papers and stationery at the start of each examination. Packets may be opened and papers placed on desks before candidates enter the room. Answer booklets and other materials (such as anthologies and graph paper etc) should always be in place before the candidates enter the room.
- Collaborate with Lead Invigilator / Senior Management staff to achieve an efficient and orderly admission of the candidates to the examination room.
- Ensure that bags, mobile phones and other electronic devices are not brought into the examination room in accordance with JCQ and school policy. When all candidates are seated, a final verbal warning about mobile phones and other devices will be given.
- Silence/No-Entry signs must be in place as appropriate. When only one Invigilator is present ensure that signs and walkie talkie are in place before the examination, keeping all examination papers with you at all time.
- Ensure that appropriate directions and information is given at the start of the examination.
- As soon as the examination is started, write Start/Finish and Extra Time information on white board and make sure it is clearly visible to all candidates. Time calculations **must always be checked and double checked** by more than one Invigilator.
- Mark attendance on the school candidates list and deliver to Pastoral Office. If the Examinations Coordinator is not present at the start of examination, the Lead Invigilator will inform the Examinations Coordinator / Head of Yr11 of absences as soon as possible.
- Complete the exam board Attendance Register before the end of the examination so that a cross-check can be undertaken against the collection of papers. Do not mark absences until the end of examination as there may be late arrivals or students seated elsewhere.
- During the examination, Invigilators must give their full attention to supervising the candidates, periodically moving quietly around the room. Invigilators must **not** do any other work whilst in the examination room and should only speak to colleagues when absolutely necessary and as quietly as possible.
- Invigilators must respond quickly to any candidate who raises their hand. During the examination, hand out necessary equipment when asked for by the student. Note name and row/seat number on the 'Equipment Borrowed' sheet. Only examination stationery may be used and all additional paper must be attached to conform with exam board policy. If we run out of equipment, i.e. calculators, only an Invigilator can move the equipment from one student to another. Be certain that it is cleared first.

- Accompany at all times any candidate who has reason to temporarily leave the examination room (comfort break, illness etc.) With the exception of comfort breaks, reason for exit and exit/re-entry times should be entered on the Invigilators Log Sheet. Some candidates may be allowed to recuperate the lost time at the end of the examination (this would usually be in the case of illness and with the approval of the Lead Invigilator or Examinations Coordinator). Do not take a student to the toilet unless absolutely necessary. **Never take a student just before or during a break, or change of class.**
- Be vigilant for suspicious or disruptive behaviour. Where cheating is suspected, the Examinations Coordinator or senior staff should be sent for immediately. Retain any materials which may relate to the suspected malpractice. Allow the candidate to continue their examination with a warning that their actions may mean that their paper will not be accepted. Any incident must be reported on the Invigilators Log Sheet.
Be vigilant for candidates making repetitive sounds or movements. Immediately approach their desk and quietly ask them to stop.
- Give the candidates a reminder when they have **10 minutes** of examination time remaining.
- Finish the examination, instruct candidates to write their details on **all** answer booklets/sheets used and ensure the candidates stay silently seated until all the scripts and unused official stationery have been collected.
- Collect any borrowed equipment.
- Dismiss the candidates row by row maintaining absolute silence and keeping to a minimum the disturbance to candidates who may still be working.
- Arrange the scripts in order as they appear on the examination board Attendance Register (usually candidate number order) and consign to the Examinations Coordinator. **Never leave scripts unattended.**
- Collect in any remaining materials and candidate cards. File cards back into candidate number order.
- Leave the examination room in a good state for the next examination. Be certain that the 'Silence' signs have been collected.
- All scripts (completed and blank), Invigilator's Log Sheet, Seating Plan, Attendance Sheet(s) and Invigilator's Comments Sheet(s) **must** be taken to the Examinations Coordinator.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

CONFIRMATION OF JOB DESCRIPTION

POST:

NAME:

I confirm that I have read this job description and person specification.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

SIGNATURES:

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements/outcomes which are commensurate with the job title and grade.

Signed..... (Staff Member) Date

Signed.....(Warden Park Academy Trust) Date.....



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PERSON SPECIFICATION

JOB TITLE: EXAM INVIGILATOR **GRADE:** SLT Grade A1

DEPARTMENT: EXAMINATIONS AND AWARDS OFFICE

REPORTING TO: LEAD INVIGILATOR / EXAMINATIONS COORDINATOR

WORKING WITH: ACADEMIC STAFF AND STUDENTS

EXPERIENCE

- Experience of working or studying in an educational environment is desirable.

SPECIFIC SKILLS AND KNOWLEDGE

- An understanding of examination processes is desirable
- Effective oral and written communication skills are essential
- Excellent Numeracy skills are essential

PERSONAL ATTRIBUTES

- Accuracy and attention to detail are an essential part of this role
- Having a flexible approach to work is an essential attribute for this role
- The ability to relate to academic staff and our students is essential
- The ability to work under pressure and to tight deadlines is essential

EQUALITIES

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Academy's Equalities Policy.

Although normal working hours are between 8.30am and 5.00pm there may be occasions where it is necessary to work outside of these hours.

SIGNED:..... DATE: