

Examination Invigilator

POST:	Examination Invigilator
PURPOSE:	To ensure the delivery of the statutory regulations for the conduct of examinations
PAY:	£13.85 per hour + holiday pay
HOURS:	Specific hours and sessions to be negotiated
LINE MANAGER:	Examinations Officer/Data Manager

Job Description

1. To ensure the delivery of the Joint Council for Qualifications regulations for the conduct of examinations as outlined in the Joint Council for Qualifications Handbook (Instructions for Conducting Examinations).
2. Assisting the Senior Invigilators with preparing for examinations and supporting them with the end of exam procedures.
3. Keeping a concentrated watch of pupils participating in written examinations to ensure they do not communicate with other students in any way.
4. Reporting any suspected inappropriate conduct of candidates to the senior invigilator.
5. Ensuring no student leaves the examination room within the first hour of the examination or final 30 minutes.
6. Ensuring that any student who leaves the examination unaccompanied does not return.
7. Walking around the examination room to ensure an appropriate atmosphere is maintained.
8. Checking all desks for graffiti and report all incidents to the senior invigilator or examination officers.
9. Ensuring all students have, only authorised equipment on their desks.
10. Maintaining silence throughout the examination from entry of students until their exit.
11. When necessary, provide a reading and/or scribing assistance to candidates.
12. Where necessary accompanying individual students to the toilet.

Person Specification for Invigilator

The successful candidate will possess some, or all, of the following: -

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good level of education 	<ul style="list-style-type: none"> • Evidence of continuing professional development
Experience		<ul style="list-style-type: none"> • Experience as an examination invigilator • Experience of working with young people • Confident in directing students to behave appropriately under examination conditions
Qualities and skills	<ul style="list-style-type: none"> • Ability to maintain calm • Ability to follow directions from a Senior Invigilator • Ability to follow written invigilation instructions • Ability to refer problems to the Senior Invigilator • Ability to communicate effectively. • High level of commitment. • Able to be an effective team member. • Evidence of commitment to Equal Opportunities 	