

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Examination Invigilator

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School.

HOURS: By negotiation during the core public examinations from the end of April until the end of June each academic year. Invigilation support during mock examinations may also be required which take place in November/December.

RESPONSIBLE TO: Examinations Officer/Senior Invigilator

JOB PURPOSE / MAIN DUTIES:

1. To monitor and invigilate candidates during examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cirencester Kingshill School instructions.
2. To play a key role in upholding the security and integrity of the examination/assessment process.

KEY RESPONSIBILITIES

As Examination Invigilator your duties will include:

- A thorough knowledge and understanding of the JCQ Instructions for Conducting Examinations is expected at all times.
- Arriving at least 30 minutes before the start of the examination session.
- Following instructions and guidance from the Examinations Officer/Senior Invigilator.
- Ensuring the examination room is set out according to the regulations. Supervising entry of candidates into the examination room and helping with seating, ensuring candidates are seated correctly.
- Ensuring information and warnings to candidates prior to the examination starting are issued, as per regulations.
- Checking and distributing the correct examination scripts and materials to candidates as per seating plans provided.
- Completing attendance registers.
- Supervising and observing candidates at all times and being vigilant throughout the examination.
- Actively patrolling all parts of the examination room and dealing with any incidents that arise.
- Recording and reporting any incidents or irregularities that occur.
- Issuing extra materials / paper during the examination.
- Dealing with candidate questions in accordance with the regulations.
- Finishing examinations in accordance with the regulations.
- Collection of examination scripts at the end of the examination.
- Supervising controlled exit of candidates from the room / building.

- Keeping confidential examination scripts and materials secure before, during and after the examinations.
- Assisting in the secure return of all examination scripts to the Examinations Officer/Senior Invigilator.
- Assisting the Learning Support Department with invigilation of our Access Arrangement pupils.
- Supervising clash candidates between examination sessions as required.
- Attending training/update/review sessions as required. As well as visiting the school to sign in every 3 months to keep your Disclosure and Barring Service check current, in line with the school's safeguarding procedures.
- Reporting any concerns regarding suspected malpractice or maladministration to the Examinations Officer/Senior Invigilator.
- Promoting and safeguarding the welfare of all children and young people with whom contact is made in a professional context within or outside Cirencester Kingshill School.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

Post Holder Sign:..... Date:.....

Please print your name:.....

Line Manager Sign:..... Date:.....

Please print your name:.....

February 2023