

## **CIRENCESTER KINGSHILL SCHOOL**

**JOB TITLE:** Examinations Officer (Senior Invigilator)

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

**HOURS:** 780 hours per year

Normal working hours will be 20 hours per week, Monday – Friday, but may vary due to the seasonal nature of the role and during examination periods (see Examinations timetable).

Work pattern of hours will have to be agreed with the Line Manager.

**GRADE:** G

### **RESPONSIBLE TO:**

Examinations Officer (Senior Invigilator) – Responsible to the Deputy Headteacher (i/c Examinations) and through the Deputy Headteacher to the Head and Governors.

**LINE MANAGER:** Deputy Headteacher

**PEOPLE RESPONSIBLE FOR:** Examination Invigilators

### **JOB PURPOSE:**

Examinations Officer – The role of the Examinations Officer is to deal with the day-to-day running of the internal and external examinations in the school under the guidance / supervision of the Deputy Headteacher. This includes liaison with the Examination Boards (EB) and the use of the SIMS software “Exams Organiser”.

Senior Invigilator – The Senior Invigilator will lead the team of invigilators in the Examination Hall and is directly responsible to the school’s Examination Officer for the day to day administration of all examinations held in the school. The Senior Invigilator should be familiar with the JCQ Document – Instructions for Conducting Exams.

### **Examinations timetable:**

- Year 7 CATS tests, over 1 week in September.
- Year 11 Mock Examinations, 1 week in December.
- Year 11 Mini-mock examinations. 2 days in March.
- Invigilation of practical examinations – April
- GCSEs and x 1 BTEC written assessment, 6 weeks in summer term.
- Year 10 Examinations, 1 week in June.

### **KEY TASKS – Examinations Officer:**

The main tasks are:

- Running the school’s external examinations (GCSE, GCE, BTEC).
- Recruiting, training and deploying external invigilators for GCSE and GCE Examinations.
- Liaise with the SENCO regarding the planning and administration of the Year 7 CATS tests.
- The planning and administration of all mock examinations in Year 11.
- The planning and administration of the Year 10 examinations.
- The planning and administration of the Year 9 examinations.
- Act as Senior/Roaming Invigilator in all above examinations (see Senior Invigilator duties below).

Specifically:

- Collect requests for “Enquiries after Results” in September, submit them to the EBs and communicate outcomes to staff and candidates.

- Collate a skeleton timetable for examinations for years 9/10/11.
- Run the annual “Invigilator Training Day” – using Exam Office online training.
- Liaise with the SENCO to identify candidates who will require “access arrangements”
- Receive Examination Certificates and arrange for them to be available at the Awards Evening.
- Collect data from SIMS on examination classes and numbers.
- Survey Heads of Faculty / Subject with regard to Mock Examinations, produce a time table for staff and pupils and finally collect entries and administer the examinations.
- Generate and distribute a syllabus check sheet for Heads of Faculty / Subject to ensure candidates are entered for the correct examinations.
- Download base data from the EBs, make entry mark sheets, collect, check and submit entries by the appropriate deadline.
- There are three main entry periods:
  - BTEC Registrations (October)
  - BTEC Y10 Sport Online tests December to January.
  - Summer GCSE examinations
- Collect amendments to entries and send to EBs.
- Apply for the necessary ‘access arrangements’ agreed with the SENCO by the appropriate deadline.
- Receive and issue D & T preparation sheets.
- Receive and distribute early release material for Art and Design subjects.
- Print Candidate Entry Statements and issue to candidates for checking.
- Compile and print annual Exam Booklet.
- Co-ordinate and invigilate ‘non-examined assessments’ (NEAs), and liaise with the Cover Manager with regards to room changes and staff cover.
- Input results for NEAs and send samples to moderators.
- Receive examination papers and arrange for their secure storage.
- Use “Seating Organiser” to arrange candidates in the various examination rooms. Ensure that the ‘access arrangements have been followed. Print off Seating Plans, candidate registers and room use data. Plan, negotiate and communicate room changes.
- Print off and distribute Individual Candidate Timetables.
- Survey Heads of Faculty / Subject with regard to Year 10 and Year 9 Examinations, produce a timetable for staff and pupils and finally collect entries and administer the examinations.
- Keep records of all examinations taken. This must include attendance sheets and seating plans.
- At the end of examinations make sure all examination papers/scripts are collected and collated. Also, when necessary, pack up and send the examination papers/scripts to the relevant examination boards.
- Complete Special Consideration forms as appropriate. Collate evidence.
- Receive and enter results for BTEC pupils.
- Plan Results Days
  - Liaise with Deputy Headteacher over statistical data required
  - Organise envelopes for exam slips
- Results Day - download results, generate statistics, produce results sheets for pupils and teachers and release data to central government, local government and the media.
- Pupil Results Day – ensure room is set up for distribution of results. Organize distribution of results to pupils.

### **KEY TASKS – Senior Invigilator:**

At the start of the examination, the Senior Invigilator must:

- Put up warning notices around the examination room / hall (no entry / silence etc).
- Provide a tray of necessary equipment for pupils to borrow should the need arise.
- Settle the candidates and inform them that they are subject to examination regulations.
- Check that the correct papers have been provided, with another person assisting and then record on ‘2<sup>nd</sup> pair of eyes’ form.
- Issue the papers to other invigilators for distribution.
- Ensure all candidates have the correct tier, where appropriate.
- Read the script ‘instructions to Invigilators’ to the candidates.

During the examination, the Senior Invigilator must:

- Mark clearly the start and finish times on the board provided.
- Complete the attendance register, showing absence with a 'x' in the box.
- Record any absentees so that a check on whereabouts can be made.
- Add any extra names to the attendance sheet and inform the Examinations Officer at the end of the examination.
- Organise the invigilation team to ensure that the collection of scripts is as efficient as possible.
- Maintain a register of pupils who have borrowed equipment.

At the end of the examination, the Senior Invigilator must:

- Tell candidates to stop writing.
- Remind candidates to check that answers are clearly numbered and that details on the front cover are correct. If more than one booklet has been used then the second and subsequent booklets should be placed inside the first.
- Remind candidates that they remain under examination conditions until they have left the room.
- Instruct invigilators to collect scripts in attendance register order.
- See that all unused stationery is collected.
- Collect in any equipment pupils have borrowed.
- Dismiss candidates. This may need to be done in silence if the pupils who are allowed extra time are still under examination conditions.
- Take down the warning notices outside the examination room / hall.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

### **Other Conditions**

#### **Holiday entitlement**

The post is part time, term time, including 5 days (2 result days and 3 In Service Training Days), which totals 44.55 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

#### **Resignation**

A resignation period of 1 month is required.

#### **Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.23.

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

Please print your name.....

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

Please print your name .....