

Job Description: Exams Invigilator



Post Details

School/setting:	Twynham School and The Grange School
Post type:	Support Staff
Grade/Pay Level:	3
Responsible to:	Senior Exams Officer

Main Purpose

This is a school-based role, primarily concerned with the conduct of public examinations in accordance with strict regulations.

The primary purpose of the Exams Invigilator is to supervise candidates who are engaged in taking public examinations. Exam Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Exam Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Exam Invigilators will have high expectations of all candidates and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

Duties and Responsibilities

- To check that the arrangements of the examination room remain in compliance with the regulations.
- To issue the regulatory notices to candidates at the start of the examination.
- To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession.
- To start, conduct and finish the examination in accordance with the regulations.
- To complete the attendance register with due attention to the identification of candidates.
- To supervise candidates with due vigilance during the working of the examinations.
- To respond to any questions from candidates about process and procedures.
- To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations.
- To collect completed scripts after the examination has ended and return them to the designated place/person.
- To report back as appropriate using the agreed referral procedures on any issues arising.
- To assist with administration as requested.
- To supervise candidates in examination conditions in accordance with examination regulations and school policy and practice and with other invigilators.
- To direct candidates to achieve compliance with examination regulations.
- Use of a variety of interpersonal skills and strategies to establish positive relationships with candidates.
- Know and use the school's referral system as appropriate in the event of problems with an individual candidate, or group or another adult.
- Treat candidates consistently, with respect and consideration, and be concerned for their welfare during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the candidates whom they supervise.
- Occasionally make immediate decisions in accordance with exam board regulations, without initial referral to a manager, in relation to the secure conduct of public examinations and the safety of candidates.

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

- Have the necessary skills to manage safely, the activities, the physical space and the resources for which they are responsible
- Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioural needs
- Be flexible on working hours – must be available to work in May/June
- Know when to seek help and advice
- Good (basic) IT skills
- Ability to engage with, and then implement in practice, Exam Invigilator training including health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)
- Familiarity with the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications and the schools' policy for the conduct of examinations and guidelines to invigilators (training will be provided)

Desirable:

- Recent successful experience within an educational or supervisory environment
- Flexibility and initiative

Notes

- This job description may be amended at any time in consultation with the postholder.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).