

# Exams Invigilator

## Trinity Academy

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### Position Profile

Job title: Exams Invigilator

Responsible to: Exams Officer

Salary:

Standard Invigilator: £12.82 per hour (being £11.44 pay and £1.38 holiday)

Lead Invigilator: £13.61 per hour (being £12.15 pay and £1.46 holiday pay)

Start date: as soon as possible

Hours: Hourly, by negotiation and agreement with the examinations officer during the exam periods. Usually mock exams take place in November and formal exams from the beginning of May to the end of June. Any other exam periods during the year as required.

### Purpose of the role

To embrace the mission and values of Trinity Academy, ensuring that every student is supported to achieve their best. Exam invigilators ensure that examinations are conducted according to the regulations to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of examination materials before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures

### Details of the role:

Our mission at Trinity Academy is to create a world class school. This is because at Trinity Academy we expect that all members of our community seek to become the

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best version of themselves. We do this by living out our three core values in all that we say and do. These are: Head, Heart and Soul.

We believe that education has the power to change lives and communities. We constantly strive to improve our practice, so that every student is empowered to realise their full potential academically, pastorally, in their sense of self and their own agency.

Every exam invigilation post at Trinity Academy must also embrace the following:

**Trinity Academy General Exam Invigilator Requirements:**

- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Confirm their availability to the Examinations Officer in advance of the main examination periods
- Understand and confirm that the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Be reliable, flexible and readily available during main examination periods
- Have effective communication skills and good interpersonal skills
- Work well as part of the Exam Invigilation team
- Be a confident and a reassuring presence to candidates in examination rooms
- Give instructions and manage situations involving different groups of people
- Use basic IT skills (use of email, mobile phone messaging etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

**Trinity Academy Specific Exam Invigilator Responsibilities:**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Trinity Academy's regulations and instructions, and to have a key role in upholding the integrity and security of the external examination/assessment process.

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Before examinations:

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During examinations:

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After examinations:

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register

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- Securely return all examination scripts and materials to the exams officer

Other tasks:

- Undertake training, update and review sessions as required
- Undertake annual online invigilator training and assessment when requested by the Examinations Officer
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - o centre supervision of examination timetable clash candidates between examination sessions
  - o facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - o other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- Show genuine care and respect for our young people and for everyone who makes up the community at Trinity Academy
- Be mindful of your own wellbeing and that of your colleagues

If you would like to find out more about the school including FAQs, please visit the website at: [www.trinityacademybristol.org](http://www.trinityacademybristol.org).

We are committed to safeguarding and promoting the welfare of children, young people and adults. All staff and volunteers are expected to share this commitment. The post is subject to satisfactory completion of all vetting checks including the provision of two strong references and an enhanced DBS check.

Due to the high levels of applications for roles at Trinity, we are unable to register receipt of applications. Candidates will be contacted if they are successfully shortlisted for an interview. If you have not heard from us by the interview date, unfortunately you have been unsuccessful on this occasion.

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world.

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Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

We are a life-friendly school and support our employees in achieving a balance in life and meeting their commitments beyond school.