

JOB DESCRIPTION

Post Title:	Casual Invigilator
Purpose of Post:	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lutterworth College regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.
Reporting To:	Exams & Data Manager
Salary / Grade:	Grade 5 (Pt 7) (enhanced rate)
Hours:	Hours are to be worked on a casual basis, however the main exam period is May & June. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs. You will be required to attend training days and other events that may take place outside normal working hours.
Main (Core) Duties	
<p><u>Main duties</u></p> <ul style="list-style-type: none"> To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lutterworth College regulations and instructions To have a key role in upholding the integrity and security of the examination/assessment process <p><u>Before exams</u></p> <ul style="list-style-type: none"> 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 exam conditions 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 <p><u>During exams</u></p> <ul style="list-style-type: none"> Supervise and observe candidates at all times and be vigilant throughout exams Keep disruption in exam rooms to a minimum Deal with emergencies or irregularities effectively Record/report any incidents, disruption or irregularities Complete attendance registers and record details of late arrivals 	

- Deal with candidate questions according to the regulations
- Escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Additional duties to include:

- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- May be required to be an appointed person for first aid
- To carry out such other duties which may be required from time to time within the grading of the post