JOB DESCRIPTION

JOB TITLE: Invigilator
PAY: £12.85 per hour
MANAGED BY: Examinations Officer/Senior Invigilator

The role of the invigilator at St Bede's Catholic College includes

- ensuring that examinations are conducted according to the regulations
- ensuring all candidates have an equal opportunity to demonstrate their abilities
- ensuring the security of the examination materials before, during and after the examination
- preventing possible candidate malpractice
- preventing possible administrative failures

- **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 in advance of main examination periods
- confirm 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 a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Bede's Catholic College (50539) regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

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 (Display Invigilator announcement at the beginning of the exam)
- 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 (report absent to Exam's officer ASAP)
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect in candidate order examination scripts and materials
- Dismiss candidates from the examination room row by row.
- Check candidates' names on scripts, match the details on the attendance register. Any discrepancies **do not** make changes and notify to Exam's officer
- Securely return all examination scripts and materials to the exams officer

Every academic year you must:

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
    - Centre supervision of examination timetable clash candidates between examination sessions
    - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
    - Other exams-related administrative tasks

If you feel that there is anything else that I can support you with or you are interested on further training on the invigilator role at this centre please do let me know; your performance is key for the students' success at St Bede's Catholic College.