

## Job Description Lead Examination Invigilator

**Pay:** £15.00 per hour

**Hours:** Ad hoc, Term Time Only, by negotiation  
**(Availability during May and June is most important)**

**Reports to:** Examinations Officer

**Job Purpose:**

To be responsible for a specific examination room and the direction and supervision of the team of invigilators, ensuring that students are supported during their examinations, providing an efficient and effective invigilation service to the school, and ensuring the JCQ, awarding body and WCGS regulations governing examinations are observed and maintained

### Responsibilities

Model and nurture our core values of **commitment**, **compassion**, **courage** and **creativity** at all times.

#### Primary responsibilities of lead invigilators

- Brief standard invigilators in their venues prior to each exam session
- Lead a team of invigilators through their duties and responsibilities before, during and after examinations
- Be responsible for the completeness, security and confidentiality of all exam related documentation and equipment, and for the smooth running of the venue including announcing the JCQ instructions for examinations to candidates
- Supporting Access Arrangements for examinations specific to candidates, which may include 1:1 invigilating, scribing, supporting with laptops and other technology, supervising candidate preparation, and other similar tasks

#### Primary responsibilities of all invigilators

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
- Ensure late candidates are briefed and seated with minimum disruption
- Deal with emergencies or irregularities effectively
- Notifying candidates of the start of the exam and when the exam is finished.
- 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 in the correct order
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the exams officer

#### Other tasks

- 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 including maintaining question paper security by supporting the 'second pair of eyes check'

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Attend and participate in relevant meetings, training and other learning activities and performances
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care. e) Be responsible for your own health and safety, as well as that of colleagues, pupils and the public.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications:</b>		
<ul style="list-style-type: none"> <li>English, Maths GCSE (or equivalent) at Grade 4/C or above</li> </ul>		✓
<b>Skills , Knowledge &amp; Experience</b>		
<ul style="list-style-type: none"> <li>Ability to work to predetermined instructions</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to handle sensitive issues relating to students, maintaining confidentiality as required</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to form good working relationships with students and colleagues and work as part of a team and or alone as necessary</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good organisational and time management skills and the ability to work under pressure and problem solve</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Basic IT skills (familiar with the use of a computer for on-line training as well as use of mobile for email and messaging etc)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Adaptability and flexibility in working practices and the ability to use their initiative</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A high degree of professionalism in their approach to work and tasks set</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Present a good role model to pupils</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working with, and supporting and motivating young people</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of exam administration procedures</li> </ul>		✓
<ul style="list-style-type: none"> <li>Reliable and punctual</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Willing to undertake training appropriate to role</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Show an understanding of safeguarding responsibilities and the need to work within the School's Child Protection Policy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A good sense of humour</li> </ul>	✓	