**Job Description: Invigilator**

**Title: Invigilator**

**Salary Grade: Band C, scale point 2-4**

**Contract Type: Relief - hours by negotiation and agreement during main exam periods (November, January, February, May and June).**

**Responsible to: Exams Officer**

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

**Summary of Key Tasks:**

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| **1.** | **Responsibilities/Key Tasks** |
|  | **Before exams** |
| 1.01 | Report to and be briefed by the exams officer prior to each exam session |
| 1.02 | Keep confidential exam question papers and materials secure before, during and after exams |
| 1.03 | Ensure exam rooms are set up according to the requirements |
| 1.04 | Admit candidates into exam rooms under formal exam conditions |
| 1.05 | Identify candidates and seat candidates according to the required arrangements |
| 1.06 | Distribute the correct question papers and exam materials to candidates |
| 1.07 | Instruct candidates in the conduct of their exams |
| 1.08 | Deal with candidate questions |
| 1.09 | Start exams |
|  | **During exams** |
| 1.10 | Supervise and observe candidates at all times and be vigilant throughout exams |
| 1.11 | Keep disruption in exam rooms to a minimum |
| 1.12 | Deal with emergencies or irregularities effectively |
| 1.13 | Record/report any incidents, disruption or irregularities |
| 1.14 | Complete attendance registers |
| 1.15 | Deal with candidate questions according to the regulations  |
|  | **After exams** |
| 1.16 | Instruct candidates in finishing their exams and collect exam scripts and exam materials |
| 1.17 | Dismiss candidates from the exam room |
| 1.18 | Check candidates’ names on scripts, match the details on the attendance register |
| 1.19 | Securely return all exam scripts and exam materials to the exams officer |
|  | **Other tasks** |
| 1.20 | Undertake training, update and review sessions as required |
| 1.21 | Undertake relevant online invigilator training and assessment for that academic year |
| 1.22 | 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 question paper check and packaging exam scripts.
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| **2.** | **Aptitudes** |
| 2.1 | Be reliable, flexible and readily available during main exam periods |
| 2.2 | Have effective communication skills and good interpersonal skills |
| 2.3 | Work well as part of a team |
| 2.4 | Be confident and a reassuring presence to candidates in exam rooms |
| 2.5 | Be able to give instructions and manage situations involving different groups of people |
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| **3.** | **Skills** |
| 3.1 | Basic IT skills (familiar with use of email, mobile phone messaging etc.) |
| 3.2 | Experience of invigilation is not necessarily required as training in the role and duties of an invigilator will be provided |
| 3.3 | Good general standard of education |
| 3.4 | Good literacy and numeracy skills |

**General requirements**

* Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
* Invigilators are required to confirm their availability in advance of main exam periods
* Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times