



Job Description

Job Title: Examinations Invigilator

Job Families: Data and Examinations Team

Pay Scale: Grade 14 Point 4

Role Purpose: To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Typical Activities	Knowledge, Skills & Experience
<ul style="list-style-type: none"> Assist in the setting up of examination rooms in accordance with strict procedures, this can include lifting and carrying examination boxes. Ensure all candidates receive the correct examination papers and answer papers. Use discretion and vigilance to be aware of any needs that candidates may have during the examination. Ensure answer scripts are collected as per the instructions of the Examination office. Ensure the examination room and the surrounding environment is conducive to examination conditions. Supervise the entry and exit of candidates to and from the examination room, if instructed by the examination office. Maintain security and confidentiality at all times and report any malpractices to the Exam office immediately. Ensure that examinations begin and end on time and any candidates entitled to extra time are made aware of their exam start and end times. Not to assist a candidate during the examination if they ask you to help them understand a question. Candidates can ask you for equipment only. Ensure that you respond to a candidate when they put their hand up quickly and quietly so not to disturb any other candidates. Not to leave the examination room with a candidate without making another Invigilator aware and checking that the student is allowed to leave the room. The Examination office will instruct you of any candidates that may need to leave the exam room other than for toilet breaks. Complete general administrative duties as directed by the Examination office. Deal with emergency situations as instructed through training. 	<ul style="list-style-type: none"> A good standard of spoken English, literacy and numeracy. Basic IT skills in relation to the invigilation of computer-based examinations. Ability to work effectively as part of a team. Flexible in relation to availability given the frequency of examinations throughout the academic year. Punctual, reliable and responsible. Respectful of confidentiality. Willingness to undertake statutory/required training to fulfil the role





- Deal sensitively with candidates who have special arrangements.
- Be prepared to work on a 1:1 basis during some exams with candidates who have special arrangements e.g., when you need to act as a scribe or reader.
- Be familiar with using a mobile phone and have one with you (on silent) in each exam to allow the Examination office to be contacted.
- Supervise candidates between examinations when there is an exam clash on their timetable.
- Be familiar with and adhere to the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications- a copy will be issued each September.
- Be available to work flexibly in ensuring that the examination processes are completed at the end of each examination.
- Be aware of and comply with policies and procedures relating to the running of the exams, as directed by the Examination office.
- Carry out other responsibilities appropriate to the grade as agreed with the Exam Line Manager or Headteacher/Deputy Headteacher.
- Have reasonable availability during the examination seasons of January, May, June and November and be available as required during the hours of 8am-4pm.

Performance Measures

Quantifiable objectives ~ e.g. Feedback from colleagues, contractors and the general public Key Performance Indicators (where available) Line manager assessment

Competencies

Team Working ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus Outcome focused ~ delivers specific pieces of work to agreed specifications. Problem Solving & judgment ~ confident in making decisions within guidelines Planning & Organising ~ prioritises what is important in line with team & service goals.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature: _____ **Date:** _____

