



# Borden Grammar School

## Exam Invigilator Job Description

Reporting to	Examinations Officer	Hourly pay rate	£11.04 per hour <i>Due to increase from 1 April 2024</i>
Hours of work	By negotiation during April - June <u>and</u> at other assessment times throughout the year		

### Experience

Experience of invigilation is not required as training in the role and duties of an invigilator will be provided

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

Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- ▶ be reliable and flexible
- ▶ have effective communication skills (verbal, non-verbal, written) and good interpersonal skills
- ▶ be confident and a reassuring presence to candidates in exam rooms
- ▶ work well as part of a team
- ▶ have basic IT skills (familiar with the use of email, mobile phone messaging, be able to support candidates with on-screen testing and those using a word processor)
- ▶ seek to achieve competence in the role and maintain a rigorous understanding of the JCQ regulations

### Main duties

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

### **Before exams**

- ▶ Report to and be briefed by the exams officer prior to each exam session
- ▶ Keep confidential exam papers and materials secure before, during and after exams
- ▶ Ensure exam rooms are set out according to the requirements
- ▶ Admit candidates into exam rooms under formal examination conditions
- ▶ Ensure that candidates only have permitted equipment/items with them in the exam room
- ▶ Identify and seat candidates according to the required arrangements
- ▶ Communicate candidate absences to the Examinations Officer/Examinations Assistant/SLT before the exam starts
- ▶ Distribute the correct question papers and exam materials to candidates

- ▶ Instruct candidates in the conduct of their exams
- ▶ Deal with candidate queries
- ▶ Start exams
- ▶ To calculate and record exam start and finish times accurately for all students, including those with an approved extra time allowance

#### **During exams**

- ▶ 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 with accuracy
- ▶ Deal with candidate questions according to the regulations

#### **After exams**

- ▶ To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- ▶ To dismiss candidates from the exam room ensuring that they remain silent
- ▶ To check candidates' names on scripts, match the details on the attendance register
- ▶ To collate scripts in candidate number order for external exams, and alphabetical order for internal exams
- ▶ To securely return all exam scripts and exam materials to the exams officer

#### **Other**

- ▶ To attend training, update or review sessions as required
- ▶ To undertake, where required and where able, other duties requested by the exams officer, for example
  - 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

*January 2024*