



# EXAM INVIGILATOR

## SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE

JOB DESCRIPTION	
<b>Job Title</b>	Exam Invigilator
<b>Grade</b>	£11.60 per hour
<b>School / Department</b>	SST Maidstone
<b>Base</b>	SST Maidstone
<b>Hours</b>	Casual Contract
<b>Reports to</b>	Exams Officer
<b>Accountable to</b>	Headteacher

## Job Summary

The task of the Invigilator is to supervise internal and external examinations and to ensure they run as smoothly and efficiently as possible. The integrity and security of all examinations must be upheld in accordance with the guidelines set down by the JCQ (Joint Council for Qualifications) and in conjunction with the 'Instructions for Conducting Examinations' (ICE booklet).

Invigilators are expected to be vigilant at all times in the examination rooms. Please note that invigilating can be physically demanding.

## Key Working Relationships

- Students
- Teaching and Support Staff
- Headteacher

## Key Responsibilities

You will need:

- The ability to work as part of a team and also on your own
- To work efficiently under direction
- A current DBS check
- A good understanding of the examination process, regulations and protocol, and ability to deal with difficult or urgent situations in a calm manner
- Excellent communication skills
- Be numerate and able to read numbers quickly and accurately

You will need to be:

- Discreet
- Have common sense and be able to use your initiative
- Mindful of candidates' needs
- Respectful of confidentiality
- Punctual, reliable, smartly dressed (no jeans) and flexible

Responsibilities:

- To ensure a calm environment
- Setting out of examination papers and stationery prior to the examination
- Help to organise students at the start and end of each examination

- Ensuring late candidates are seated with the minimum of disruption
- To ensure correct examination procedure is being followed
- Mark the attendance registers
- Display starting and finishing times for the examinations on the boards, noting extra timers and ensuring they know their individual finish times
- Patrolling the examination rooms and dealing with any disturbances
- Follow examination procedure for students that have exam clashes
- At the end of an examination ensure that answer booklets have been completed correctly
- Collect examination scripts in attendance register order
- Preparation of examination rooms for the next session
- Give a report in the event of any discrepancy or irregularity in the progress of an examination by completing the Incident Log with full details
- Be aware of any malpractice and refer immediately to the Examinations Officer.

## Person Specification

### Qualification, Training and Experience

- Strong attention to details and the ability to follow instructions precisely are essential along with excellent communication skills and the ability to remain calm and professional in various situations.
- Prior experience in a similar role or in a customer-facing position is an advantage.
- The ability to work independently and as part of a team.
- Previous experience as an examination invigilator or in an educational environment is desirable however, full training will be given.
- Familiarity with examination regulations and procedures is also desirable.

### Personal Qualities

- A high level of integrity and confidentiality.
- Reliable and punctual.
- Good organisational skills and the ability to manage multiple tasks efficiently.
- A supportive and approachable demeanour towards students.

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

An enhanced DBS check will also be undertaken.