

# JOB DESCRIPTION

---

<b>Post:</b>	<b>Exam Invigilator</b>
<b>Reporting To:</b>	Exams and Data Manager
<b>Post Level &amp; Grade:</b>	Casual Relief Rate

---

## Role purpose:

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

## Main Duties:

### Before Exams

- Report to and be briefed by the exams officer 30 minutes 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
- Ensure that no inappropriate items are brought into exam room such as mobile phone, revision notes or other paperwork unless told otherwise
- Admit candidates into exam rooms under formal exam conditions
- 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 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
- Deal with candidate questions according to the regulations
- Do not help candidates in any way with question papers.

### After Exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Examination and Assessment Officer.

## Other duties

- To sign the centre's confidentiality declaration
- Undertake training, update and review sessions as required (prior to invigilating any exam 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 Examination and Assessment 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 'second pair of eyes check'
- To assist in other activities as may reasonably be requested by the centre from time to time.

## Note

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

## Person Specification:

An ideal candidate will:

- Be educated to at GCSE level with good numeracy and literacy skills
- Be reliable, flexible and readily available during exam periods
- Have effective communication and interpersonal skills
- Be organised and able to give instruction
- Be a confident and reassuring presence for candidates in the exam room
- Work well as part of a team and able to use own initiative
- Have experience of / enjoy working with young people.

## General Requirements

- 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
- 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.

## Organisation



Signed (Postholder): \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Line Manager: \_\_\_\_\_

Dated: \_\_\_\_\_