Invigilator job description

| **Reporting to** | Exams & Data Manager | **Hourly pay rate** | Competitive - TBC |
| --- | --- | --- | --- |
| **Hours of work** | By negotiation |

**Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

* be flexible
* have effective communication skills
* be confident and a reassuring presence to candidates in exam rooms
* keep calm under pressure or during unexpected circumstances

**Main duties**

1. To conduct external and internal examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Dover Grammar School for Boys instructions.
2. To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 6]

**Before exams**

* Report to the exams officer prior to each exam session
* Maintain the security of exam papers and materials before, during and after exams
* Ensure exam rooms are set out to standard
* Supervise candidates’ entry into the examination venue, seating in silence and according to examination regulations
* Check candidates are in possession of the equipment required to complete the examination by lending this where required, alongside ensuring that they do not have any unauthorised materials in their possession
* Distribute examination papers and (if required answer booklets); instruct and guide candidates in the completion of the candidate information on the front page and read the paper instructions
* Deal with candidate queries
* Formally begin the examination, ensuring that the start and finish times are correctly recorded and clearly displayed to candidates

**During exams**

* Supervise candidates at all times and be vigilant throughout exams, ensuring candidates are using the appropriate equipment
* Keep disruption to a minimum
* Deal with emergencies or irregularities effectively, contacting the Exams & Data Manager if necessary
* Record any disruption or irregularities in the Room Incident Log
* Accurately complete attendance registers
* Deal with candidate queries

**After exams**

* End the examination at the correct time, collect all scripts, question papers, spare paper and school equipment before dismissing the candidates from the room as advised
* “Check that the names on the scripts match exactly the details on the attendance register” [JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 6]
* Collate all scripts for a given paper in the appropriate order and securely return all exam scripts and exam materials to the exams officer
* Prepare the exam room for the next examination

**Other**

* To attend training, refresher or review sessions as and when required
* Abide by current regulations in relation to the conduct and administration of examinations; to be aware of school emergency procedures; and to advise the Examinations Manager of any health and safety concerns
* Undertake, where required and where able, other duties requested by the exams officer, for example
	+ - * Supervision of clash candidates between exam sessions
			* Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
			* Exams-related administrative tasks