



VALLEY PARK SCHOOL
JOB DESCRIPTION

Job Title:	Exam Invigilator
Grade:	Hourly rate
Employed for:	On demand basis Key periods: Summer (May-June) Mocks (Jan-Feb, November)
Line Manager:	Data Manager
Responsible for:	Conducting examinations
Working to:	Examinations Officer

1. Job Summary

Particular Responsibilities:

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Valley Park School instructions
- To play a key role in upholding the integrity of the examination/assessment process

Before exams

- To report to and be briefed by the Examinations Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after examinations
- To ensure examination rooms are set out according to the instructions
- To admit candidates into examination rooms
- To identify, seat, and instruct candidates in the conduct of their examinations
- To distribute the correct examination papers and materials to candidates
- To deal with candidate queries
- To start examinations

During exams

- To supervise and observe candidates at all times and be vigilant throughout examinations
- To keep disruption in examination rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their examinations and to collect examination scripts and examination materials

- To dismiss candidates from the examination room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all examination scripts and examination materials to the Examinations Officer

Other

- 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.
- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example
 - supervision of exam timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe, etc.
 - other examinations-related administrative tasks

2. Key Working Relationships

- Senior Assistant Headteacher
- Data Manager
- Examinations Officer
- Examinations/Data Assistant

3. Key Result Areas

a. Data Protection

- Work within the requirements of Data Protection and GDPR at all times

b. Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

c. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

4. Statement

Evaluate and improve own practice and take responsibility for personal professional development.

The list of duties in the 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.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: Date: