

## The Folkestone School for Girls - Job Description

### Examination Invigilator

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

<b>Post Title:</b>	<b>Examination Invigilator</b>
<b>Purpose:</b>	To assist in the administration of public examinations ensuring examination board regulations are followed
<b>Reporting To:</b>	Examination Officer
<b>Liaising With:</b>	Examination Officer, Premises Team, students any other relevant staff
<b>Contract Type:</b>	Casual
<b>Hours of work:</b>	By negotiation and agreement during our main exam seasons (Nov/Dec mock exams, Jan/Feb BTEC exams, Mar/Apr practical exams, May/June main public exam season). Sessions generally start at 8am for AM exams and 12.30 for PM exams, the length of a session can vary according to exam and student requirements.
<b>Disclosure Level:</b>	Enhanced
<b>Main/Core Duties</b>	
<b>General requirements</b>	<ul style="list-style-type: none"> <li>• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided</li> <li>• Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them</li> <li>• Invigilators are required to confirm their availability in advance of main exam periods</li> <li>• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the school's own internal procedures</li> <li>• To have a key role in upholding the integrity and security of the examination/assessment process</li> <li>• To immediately report any discrepancies or concerns regarding the conduct of examinations to the Examinations Officer</li> <li>• Undertake, where required and where able, other duties requested by the Examinations Officer, for example <ul style="list-style-type: none"> <li>○ centre supervision of exam timetable clash candidates between exam sessions</li> <li>○ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)</li> <li>○ other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check' when opening papers</li> </ul> </li> </ul>
<b>Before Exams</b>	<ul style="list-style-type: none"> <li>• Report to and be briefed by the Examinations Officer prior to each exam session</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep confidential exam question papers and materials secure before, during and after exams</li> <li>• Ensure exam rooms are set up according to the requirements</li> <li>• Admit candidates into exam rooms under formal exam conditions</li> <li>• Identify candidates and seat candidates according to the required arrangements</li> <li>• Distribute the correct question papers and exam materials to candidates</li> <li>• Instruct candidates in the conduct of their exams</li> <li>• Deal with candidate questions</li> <li>• Start exams</li> </ul>
<b>During Exams</b>	<ul style="list-style-type: none"> <li>• Supervise and observe candidates at all times and be vigilant throughout exams</li> <li>• Keep disruption in exam rooms to a minimum</li> <li>• Deal with emergencies or irregularities effectively</li> <li>• Record/report any incidents, disruption or irregularities</li> <li>• Complete attendance registers</li> <li>• Deal with candidate questions according to the regulations</li> </ul>
<b>After Exams</b>	<ul style="list-style-type: none"> <li>• Instruct candidates in finishing their exams and collect exam scripts and exam materials</li> <li>• Dismiss candidates from the exam room</li> <li>• Check candidates' names on scripts, match the details on the attendance register</li> <li>• Securely return all exam scripts and exam materials to the Examinations Officer</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To undertake training as necessary, including annual safeguarding training.</li> <li>• Undertake relevant online invigilator training and assessment for that academic year</li> <li>• To follow procedures with regard to evacuation and emergency procedures.</li> <li>• To take reasonable care of his/her own health and safety and that of others who may be affected.</li> <li>• To undertake any other duty as specified by the Examination Officer or SLT and not mentioned in the above.</li> <li>• To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>• To adhere to the School's policies.</li> <li>• To promote actively the School's corporate policies.</li> <li>• To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>• To show a record of excellent attendance and punctuality.</li> </ul>

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder: .....

**Job Description Reviewed**

Signature of Post Holder: .....

Signature of Appraiser:.....

Date: .....

**Office Use:**

Signature of Personnel Manager: .....

Date: .....