



## Examinations Invigilator – Job Description

<b>Post</b>	<b>Examinations Invigilator</b>
<b>Reporting to</b>	Examinations Officer
<b>Grade</b>	Hourly paid at £12.71 plus holiday pay of £1.53
<b>Working Hours</b>	By negotiation and agreement during internal mock examination periods in November and February, and during external examination periods from May until June. Morning and Afternoon examination sessions are commonplace during internal examination periods and, likewise, on published common timetables for external examinations.
<b>Purpose of the post</b>	<p>Examinations Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates.</p> <p>Examinations Invigilators have a key role in upholding the integrity of both the internal and external examination and assessment process.</p> <p>The Examinations Invigilator will conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and St Augustine of Canterbury Catholic Academy instructions.</p>

### The Role

To ensure that examinations are conducted according to the regulations to:

1. ensure all candidates have an equal opportunity to demonstrate their abilities
2. maintain the security of the examination materials before, during and after the examination
3. prevent possible candidate malpractice
4. prevent possible administrative failures

### General requirements

1. Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
2. Invigilators are required to:
  - a. declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
  - b. confirm their availability in advance of main examination periods
3. Invigilators must confirm the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all times
4. be reliable, flexible and readily available during main examination periods
5. have effective communication skills and good interpersonal skills
6. work well as part of a team





7. be confident and a reassuring presence to candidates in examination rooms
8. be able to give instructions and manage situations involving different groups of people
9. have basic IT skills (familiar with use of email, mobile phone messaging, etc.)
10. seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

### **Main duties and responsibilities**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and St Augustine of Canterbury Catholic Academy regulations and requirements.

#### *Before examinations:*

1. Report to and be briefed by the exams officer prior to each exam session
2. Keep confidential exam question papers and materials secure before, during and after exams
3. Ensure exam rooms are set up according to the requirements
4. Admit candidates into exam rooms under formal examination conditions
5. Give full attention to conducting the examinations properly
6. Identify candidates and seat candidates according to the required arrangements
7. Distribute the correct question papers and exam materials to candidates
8. Instruct candidates in the conduct of their exams
9. Deal with candidate questions according to the regulations
10. Start exams

#### *During examinations*

1. Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
2. Be vigilant and remain aware of incidents or emerging situations
3. Keep disruption in examination rooms to a minimum
4. Deal with emergencies or irregularities effectively
5. Record/report any incidents, disruption or irregularities
6. Complete attendance registers
7. Deal with candidate questions according to the regulations

#### *After examinations*

1. Instruct candidates in finishing their examinations and collect examination scripts and materials
2. Dismiss candidates from the examination room
3. Check candidates' names on scripts, match the details on the attendance register
4. Securely return all examination scripts, question papers and materials to the exams officer

### **Training and development**





Undertake training appropriate to the role, including update and review sessions, as required and when directed

### **Other tasks**

In addition, to undertake, where required and where able, other duties requested by the Examinations Officer, including but not restricted to:

1. supervision of candidates between exam sessions
2. centre supervision of examination timetable clash candidates between examination sessions
3. facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
4. Other exams-related administrative tasks including maintaining question paper security before, during and after the examination series

### **Miscellaneous**

1. Promote and safeguard the welfare of children that you are responsible for or come into contact with.
2. To comply with the schools' Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
3. To comply with all schools' Policies
4. To comply with the schools' Code of Conduct.
5. The postholder will be expected to have a good knowledge of the school's policies and procedures and adopt a common-sense approach to problem solving.
6. The job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemized.
7. The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

St Augustine of Canterbury Catholic High school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

