



EXAMINATION INVIGILATOR - JOB DESCRIPTION

Job Title: Examination Invigilator

Line Manager: Exams Manager

Hourly rate: £13.00 p/h

Purpose: An Invigilator is responsible for maintaining the security of the question papers at all times and conducting exams in accordance to the Joint Council of Qualifications (JCQ) and International Baccalaureate (IB) regulations. Relevant training will be provided.

Responsibilities:

- To ensure a calm environment in which the students have the best possible opportunity to be successful in their exams.
- To help organise students at the start and end of each exam.
- To help provide the correct information and material for successful completion of the exam.
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ and IB. (relevant documents will be supplied)
- To be vigilant, whilst not disrupting the candidates.
- To refer to the Exams Manager if it is suspected that malpractice is taking place.

Main Duties:

- To distribute all exam papers and stationary accurately and according to the seating plans before the exam has begun.
- To help identify all students in the exam room by referring to the seating plans provided.
- To help the Exams Manager begin exams by ensuring that students remain under exam conditions from the moment they enter the exam room.
- To begin and end some exams in the absence of the Exams Manager, with the support of the invigilation team.
- To ensure that students do not leave the room during an exam (unless escorted for exceptional reasons: always check with the Exams Manager).
- At the end of an exam, to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.
- To help in the collection of exam scripts which need to be collected in order, by candidate number.

- In the event of any discrepancy or irregularity in the progress of an exam, to give both an initial verbal and subsequent written report to the Exams Manager.
- Supervising students after an exam until lunch time or the end of the day (In the event of multiple clashes).

Person specification:

You must

- have a high standard of spoken English; all communication with candidates in the exam hall is verbal.
- be numerate and able to read numbers quickly and accurately.
- be able to get to the location for the exam on time and be punctual and reliable.
- be able to commit to working throughout the exam period; specific times or days may be excluded due to other commitments but this must be made clear at the time of application per season and confirmed prior to the shift allocation process.
- have a good understanding of the exam process, regulations and protocol, and be able to deal with difficult or urgent situations. Relevant training will be provided.
- have the ability to lead and to work as part of a team.
- be able to work efficiently under direction.
- be discreet.
- be mindful of candidates' special educational needs.
- be respectful of maintaining confidentiality.
- undertake invigilator training with the Academy in preparation for the role

Invigilators are expected to be vigilant at all times in the exam room and will therefore not be able to bring reading or other materials for use during the exam sitting. Please note that this applies to all exam sittings in all venues. Please note that invigilating can be physically demanding.

Exam details:

Exams take place during May and June each year. The length of sessions per day can vary, and with organisation prior to and at the end of exams, hours of work will be flexible. We are looking for people who can commit to at least five sessions per week, but the sessions can vary week on week.

There are two main exam sessions per day (AM and PM), Monday to Friday. Although, this can vary depending on the timetable.

- Morning sessions 08.00 – 12.00
- Afternoon sessions 13.00 – 17:00

Exams are held in various venues within the Academy. Additionally, candidates requiring special access arrangements sit exams in separate venues.

We are committed to safeguarding the welfare and development of all young people and all invigilators will be subject to the receipt of a satisfactory enhanced DBS disclosure.