

JOB DESCRIPTION

Job Title:	Exam Invigilator
Grade:	Grade 2, point 3
Hours:	Casual
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Examinations Officer
Liaison with:	Teaching and support staff, Students, External Stakeholders

Job Purpose:

The post holder will assist the examinations team in the correct running and supervision of examinations including when necessary assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.

Key Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the School's regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions – giving clear concise instructions whilst maintaining a sense of calm
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
- centre supervision of exam timetable clash candidates between exam sessions □ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Candidates should be available to work flexibly during exam seasons and during school hours.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.

- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Exam Invigilator

	Criteria	Measured By
Education and Qualifications	GCSE C grade or higher (or equivalent) in English & Maths	Application form Certificates
Skills and abilities	<p>Able to follow the school's safeguarding procedures and recognise when to report any concerns</p> <p>Ability to lead an exam when necessary</p> <p>Accuracy and attention to detail</p> <p>Flexible approach to work</p> <p>Ability to communicate with candidates and members of staff clearly and accurately</p> <p>Ability to work to predetermined instructions</p> <p>Common sense and initiative</p> <p>Effective oral and written communication skills</p> <p>Ability to work as part of a team and also alone as necessary</p> <p>Ability to be firm but fair at all times.</p> <p>Ability to follow recognised procedures and policies</p> <p>Ability to remain positive and enthusiastic when working under pressure</p>	Application form and interview
Other requirements	<p>Committed to and able to promote the aims of the school and the values of the school and the Trust</p> <p>Willingness to share expertise, skills, and knowledge</p>	
Contra Indication	Positive Disclosure relating to young people or vulnerable adults	