
Job Description for Exam Invigilator

Responsible to: Trust Exams Manager/Exams Officer

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

OVERALL PURPOSE OF THE POST

The role of the invigilator is to ensure that the examination is conducted according to JCQ and NCLT instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Training will be provided.

MAIN DUTIES

Before exams

- To report to the Exams Manager/Officer prior to each exam session.
- To keep exam papers and materials secure at all times.
- To ensure exam rooms are set out to standard JCQ regulations.
- Check seating plan against layout.
- To admit candidates into exam rooms, checking for unauthorised materials e.g. pencil cases, mobile phones etc.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute exam papers and materials to candidates.
- To deal with candidate queries, without providing specific help or guidance.

During exams

- To supervise candidates at all times and be vigilant throughout exams.
- To ensure that candidates do not communicate in anyway after they enter the examinations hall.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any irregularities.
- To complete attendance registers.
- To complete the necessary paperwork during exams e.g. late arrivals etc.
- To deal with candidate queries, without providing specific help or guidance.

- Distribute extra equipment and stationary where required.
- Accompany candidates to the toilet where necessary.

After exams

- To collect exam scripts adhering to the correct procedure, ensuring that these are checked against the attendance registers.
- To dismiss candidates from the exam room.
- To return exam scripts and other materials to the Exams Officer, ensuring security at all times.
- Clear the exam room for the next session.

Other

- To complete the mandatory invigilator training and attend training, refresher or review sessions as required.
- To be prepared to invigilate 'on-screen' assessments.
- To undertake, where required and where able, other duties requested by the Exams Manager/Officer, for example:
 - Supervision of clash candidates between exam periods
 - Providing support for candidates with access arrangements e.g. as a reader, scribe, prompter, word processor administration
 - Exams-related administrative tasks

This is a casual position and, if successful in being appointed as an Invigilator, this does not form a contract of employment with the Trust. The Trust has no obligation to offer hours, and our invigilators have no obligation to accept work. You will be asked to provide your availability ahead of each exam series, the main one being May/June. However, it is recommended that if you have availability of less than 3 days per week or you are unavailable during May/June, applying is not recommended. The Trust reserves the right to amend the duties of an invigilator and the above is a guide for recruitment purposes. Full training will be provided on appointment.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Exam Invigilator

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience	<ul style="list-style-type: none"> • No essential experience is required. 	<ul style="list-style-type: none"> • Previous experience of invigilation. • Previous experience of working in an educational establishment. • Experience of working with IT, or willingness to learn.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Be a confident and reassuring presence to candidates in the exam room. • Have effective verbal and written communication skills. • Ability to work flexibly. • Reliable and dependable. • Punctual. • A desire to do things to the best of your ability. • Attention to detail. • Be vigilant. • Ability to work as part of a team with other invigilators and staff. 	
Additional Factors	<ul style="list-style-type: none"> • Commitment to equal opportunities. • Commitment to safeguarding the welfare of students. 	