



Title: Exam Invigilator
Salary: Based on £10.42 per hour
Hours: Variable according to needs of school
Reporting to: Data and Exams Manager

JOB PURPOSE

To participate in conducting external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

JOB DESCRIPTION

1. To check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable
 - No display materials that might be helpful to candidates are visible
 - A reliable clock of readable size is visible to each candidate
 - All exam notices and seating plans are prominently displayed outside the examination room
 - The seating arrangements are set up so they prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To be fully aware of the regulations according to the JCQ "The Instructions for Conducting Examinations" guide.
3. To ensure that a signed record is kept of the seating and invigilation arrangements and a room log is completed for any examination session that you participate in.
4. To carry out checks on the identity of candidates on their arrival.
5. To take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - Candidates have all the necessary material to enable them to complete the examination

6. To open the packet of examination papers and issue the papers to candidates.
7. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
8. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
9. To complete the 'Attendance Register' and 'Room Incident Log' during the examination and inform the Exams Officer of any absentees.
10. To know the actions to be taken in the event of an emergency such as an emergency evacuation.
11. At the end of the examination, to collate all scripts and /or word processed documents in candidate number order and ensure that they are handed to the correct person.
12. To complete any 'Scribe' or 'Word Processor' front sheets where applicable and treasury tag them to the candidates' scripts.
13. To collect all unused stationery in the Examination room and return it to the Exams Office.
14. To ensure that the room is left in a tidy condition.
15. Identify and undertake any other job-related activities as requested appropriate to the grading of the post to meet the changing needs of the School.
16. Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify the reconsideration of the grading of the post. The School reserves the right to change or up-date this job description and to change the normal place of work after consultation with the job holder. The signatures below indicate agreement to this job description.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE:

PERSON SPECIFICATION

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

POST: EXAM INVIGILATOR

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">▪ 5 GCSE at grade C or above including Mathematics and English (or equivalent level 2 qualifications)
Job Experience and knowledge		<ul style="list-style-type: none">▪ Experience of working in a school setting or similar.
Skills/Abilities/Competencies	<ul style="list-style-type: none">▪ Ability to co-operate and collaborate with school staff▪ Ability to follow written procedures to carry out tasks▪ Awareness of data protection issues▪ Meticulous attention to detail▪ Experience of administrative work with evidence of capability to work on own initiative.▪ Ability to keep to strict timescales▪ Ability to work effectively as both part of a team and as an individual.▪ Good organisational skills	
Personal qualities/attributes/attitude	<ul style="list-style-type: none">▪ High level of security/confidentiality awareness▪ High level of Customer Care awareness▪ Flexibility over working hours	