

Job Description EXAMS INVIGILATOR

Purpose of the Post:

To support the Lead Invigilators with the administration of examinations and the supervision of candidates to ensure that proper conduct with regard to procedures, expectations and behaviour is adhered to at all times within the exam settings. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

Reporting to:

- Lead Exams Invigilator
- Assessment, Data and Examinations Manager

Responsible to:

- The Headteacher and the Governing Body

Duties and Responsibilities

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

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination materials before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures
- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Alperton Community School regulations and requirements

Before examinations

- Report to and be briefed by the Lead Exam Invigilator 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 examination conditions
- Give full attention to conducting the examinations properly
- 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 examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination 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 examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the Lead Exams Invigilator

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the Lead Exams Invigilator, for example:
 - centre supervision of examination timetable clash candidates between examination sessions



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- 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’

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School’s policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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Person Specification EXAMS INVIGILATOR

All criteria are essential.

Attributes	Description
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> 1. GCSE C or above, in English and Maths, or equivalent 2. Knowledge of Microsoft software packages and basic IT Skills 3. First aid training (or willingness to complete it)
Personal Skills & Qualities	<ol style="list-style-type: none"> 4. Be reliable, flexible and readily available during main examination periods 5. Good verbal and written communication skills and good interpersonal skills 6. Ability to work effectively with other adults internally within the school 7. Good self-organisational skills 8. Good planning skills to support the student within the relevant curriculum requirements 9. Ability to give instructions and manage situations involving different groups of people 10. Ability to plan and manage own time effectively 11. Ability to work effectively under pressure and remain calm 12. Ability to follow instructions accurately 13. Ability to deal with unexpected problems 14. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management 15. Working with children or young people 16. Working and collaborating within a team
General	<ol style="list-style-type: none"> 17. Demonstrate a commitment to equality 18. Understanding of Health & Safety

	<p>19. Understand and implement child protection procedures</p> <p>20. Understand procedures and legislation relating to confidentiality</p> <p>21. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications</p>
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