

JOB DESCRIPTION Updated 28/02/2022

JOB TITLE: Exam Invigilator

MANAGED BY: Exams Officer

CONDITIONS: Hourly rate of pay: £10.00

Hours of Work: Dependent on exams and exam periods through the academic year.

PURPOSE OF JOB:

- To be part of the invigilating team.
- To ensure that exams are conducted in an appropriate manner within the correct time frame

Main Duties and responsibilities: -

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Eastlea Community School instructions.
- To play a key role in upholding the integrity of the examination process

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
- supervision of clash candidates between exam sessions
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- exams-related administrative tasks

Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Eastlea Community School & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

PERSON SPECIFICATION FOR: Exam Invigilators
IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be Application Form, your application needs to demonstrate clearly and concisely how you meet each criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meant them, you may not be shortlisted.

Attributes	Information	How Identified
Relevant Experience	<p>Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.</p> <p>An ideal candidate will:</p> <ul style="list-style-type: none"> ● be flexible ● have effective communication skills ● be confident and a reassuring presence to candidates in exam rooms 	Application Form
Education and Training	Attainment of GCSE qualifications or equivalent	Application form
Special Knowledge and Skills	<p>Excellent communication skills.</p> <p>Excellent verbal, written and oral skills</p>	Application form and Interview
Any additional Factors	<p>Meticulous approach to work</p> <p>Flexibility in approach to work</p> <p>Ability to remain calm under pressure or during unexpected circumstances.</p> <p>Ability to listen and communicate effectively with students during exam conditions.</p> <p>Reliable and punctual.</p> <p>Ability to work to predetermined instructions</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	

