

Whickham School and Sports College



JOB DESCRIPTION

Post: Invigilator

Responsible to: Exams and Data Officer

Hours of Work: By negotiation and agreement during mock exam and external exam periods

Grade of Post: £12.65 per hour (plus holiday accrual at 13.04%)

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Purpose of Job:

- Effective supervision of pupils to ensure exam protocols are followed.
- Supervising pupils during the exam process, ensuring their health, welfare and security during that time.

General Requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main Duties:

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Whickham School regulations and instructions
2. 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 by putting up clocks and signs, putting out seating cards, papers and equipment.
- Ensure that bags, phones, computer equipment not allowed in the exam are stored away from the exam area.
- Admit candidates into exam rooms under formal exam conditions
- 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
- Tidy exam area
- 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 online 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'

2026 Exam Dates:

- 6th to 16th January
- 26th & 28th January
- 2nd to 13th March
- 20th to 24th April
- 30th April to 22nd May
- 1st June to 24th June
- 3rd to 20th November

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

Signed(Post holder)

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