St Ursula's School

Job Description

Post title: **Exam Invigilator** **Grade: Scale 1 / Point 2**
Responsible to: Exams Manager / Senior Leadership Team
Responsible for: No Staff
Functional links with: Staff and Students

Main purpose of the job

To provide support to the examinations process and ensure that all the Joint Council for Qualifications (JCQ) regulatory requirements for the conduct of examinations are strictly adhered to. To have a key role in upholding the integrity and security of the examination/assessment process.

Main duties and responsibilities

All members of staff have a responsibility for the safeguarding and promoting of the welfare of children. All staff in their behaviour and what they say, have a responsibility to be appropriate and respectful towards students; students have an equal responsibility to be appropriate and respectful towards staff.

An ideal candidate will:

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

General Requirements of an Exam Invigilator

- Experience is not required. Training in the role and main duties will be provided
- A requirement to declare if you have invigilated previously and whether you have any current maladministration/malpractice sanctions applied
- A requirement to confirm availability in advance of main exam periods
- Be able to confirm the confidentiality and security requirements surrounding the invigilation process are known, and understood and will be followed at all times.
- Have enhanced DBS clearance (this can be applied for by the school)

Before Exams

- Report to and be briefed by the Examinations Manager / Lead Invigilator prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams
- Assist in checking and setting up the examination room
- Assist in admitting candidates into exam rooms under formal exam conditions
- Assist with seating candidates according to the required arrangements as provided by the Examinations Manager & Senco
- Distribute the correct questions papers and exam materials to candidates as per instructions from the Examinations Manager / Lead Invigilator
- Instruct candidates in the conduct of their exams
- Start examinations (where required) in accordance with JCQ regulations

During Exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Deal with emergencies and irregularities effectively
- Record/report any incidents, disruptions or irregularities to the Exams Officer
- Complete attendance registers
- Deal with candidate questions in accordance with JCQ 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 and match the details to the attendance register
- Securely pack all exam scripts and exam materials, into awarding body envelopes, ready to be checked by the Exams Manager / Lead Invigilator
- Assist in setting up the examination room for the exam session

Other Tasks

- Undertake training, update and review sessions as required – this will include a short online invigilator training assessment each academic year.
- Undertake, where required and where able, other duties as requested by the exams officer, for example:
    - Supervision of exam timetable clash candidates between exam sessions
    - facilitation of 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 JCQ 'second pair of eyes check'
    - To have due regard to the Health and Safety policies of the school
    - To have due regard to the council's Equal Opportunities policies
    - To carry out such other duties as may be reasonably allocated from time to time
    - To have due regard to the school's Health and Safety policy and the provisions of the Health and Safety at Work legislation including manual handling
    - Commitment to implementation of the school's equal opportunities policy
    - To undertake any other responsibilities which the Head Teacher may reasonably require
    - To uphold the Catholic ethos of the school

Resources: None

Job Activities:

- Supervision and monitoring
- Administration

Training:

- Training in exams, safeguarding and GDPR will be provided

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.