



Invigilator Job Description

Title: Examination Invigilator

Reports to: Examinations Officer

Department/Section: Examinations Office

Reporting to	Examinations Officer	Hourly pay rate	£9.62 (Sep 2021)
Hours of work	By negotiation and agreement during mock exams where the times are usually between 08:00 and 13:30, and for GCSE Exams (January / May and June) where there are two sessions a day. AM sessions from 08:00 – 11:00 and PM sessions from 13:00 – 15:30 (times are dependent on the length of the exam paper specified by the exam boards.		

- **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

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An ideal candidate will:

- be reliable, flexible and readily available during all of our main school exam periods which are November, February and during the Summer Term (mid May through to end June).
- holidays must not be taken during these exam periods except during the May half term week.
- 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

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Patcham High School regulations and instructions

1. 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
- 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
- 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

- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



PERSON SPECIFICATION

Job Related Education, Qualifications and Knowledge

- GCSE, or equivalent, in English and Mathematics

Skills/Abilities

- Calm and organised
- Patient
- Able to follow instructions
- Able to remain in one room for some time
- Observant
- A commitment to protecting children and young people from harm and safeguarding their welfare in accordance with the demands of the Patcham High School Safeguarding & Child Protection Policy and Department of Education document "Keeping Children Safe in Education"

Equalities

- To be able to demonstrate a commitment to the principle of equalities and to be able to carry our duties in accordance with the Council's Equalities Policy.

Training

- Full training will be given and back-up will always be available if needed.

Flexibility

- We can be flexible to meet your existing commitments – you do not need to be available every day, but the majority of the school week is required.
- You must be available to start work from 8:00 am on exam days if working AM shifts, and available to work until 3:30pm for some of the PM exam sessions.
- You can work mornings, afternoons or both. However, no holidays must be taken during May / June (except for the May half term week) and you must commit to the times you agree to and have been allocated once the examination timetables are finalised.

- Failure to meet these requirements will lead to you being removed from our pool of Invigilators.

Payment

- The post is LGA Scale 1-2, Points 3-4
- Exams vary in length. Sessions will be allocated as fairly as possible across the team of invigilators.
- Payment will be made directly into your bank account.

Disclosure and Barring Service (DBS)

Due to the nature of the post, you will be required to obtain Enhanced DBS clearance before commencing work at Patcham High School. A successful application for a DBS is crucial to appointment.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.