

Job Profile & Person Specification

Examinations Invigilator



Contract: Casual, mock exams and summer exam seasons only

Reports to: Exams Officer, Lead Invigilator

Direct reports: None

Core purpose

- Preparing for and carrying out the invigilation of examinations in accordance with awarding body regulations
- Carrying out other exams-related tasks as directed by the Lead Invigilator and Examinations Officer
- Facilitating access arrangements for students with identified needs

General Responsibilities

- To support the Exams Officer in ensuring that the exam room meets awarding body requirements
- To maintain the security of the exam both before and after the exam
- To assist the Lead Invigilator/Exams Officer in ensuring that students are provided with the correct papers, materials and equipment to carry out the exam
- To check students as they enter the exam room, ensuring that they are silent and removing any unauthorised materials
- To assist students who require help or additional equipment during the exam
- To ensure that late candidates are briefed, seated and allowed to partake in the exam with minimum disruption
- To ensure that students are supervised for the whole time that the exam is in progress
- To be vigilant and refer all incidents of suspected malpractice to the Lead Invigilator/Exams Officer
- To be aware of the emergency evacuation procedures and be prepared to assist the Lead Invigilator in carrying out these procedures in the event of an emergency
- To ensure that students do not leave the room during an exam, unless they are escorted out for exceptional reasons (e.g. illness).
- At the end of the exam, to collect exam scripts in order, checking that students have filled in the correct details on the front of their papers.
- Demonstrate familiarity with the document 'Instructions for the Conduct of Examinations' (which will be supplied). If students breach these regulations a member of the Exams Office should be notified immediately.

Additional Responsibilities

- Invigilators may also be required to work in a small room or one-to-one with students and carry out the following additional duties
- Make announcements to candidates at the start and finish of the exam
- Ensure that the correct information (e.g. start and end times, centre number) is displayed clearly on the board so that it can be seen by all students in the exam room
- Provide access arrangements (e.g. scribing, reading) to those students who qualify

Person Specification

Qualifications and experience – the successful candidate will have:

- GCSE English and Maths A*-C (or equivalent)- *Essential*
- Basic ICT Skills- *Essential*
- Experience of working in an educational establishment- *Desirable*

Skills and attributes – the successful candidate will be:

- Reliable, well-organised and punctual
- Able to follow regulations and work to predetermined instructions
- Flexible, able to adapt to changing circumstances
- Calm under pressure or unexpected situations
- An effective communicator, with the ability to relate effectively to both staff and students
- Able to work both alone and as part of a team
- Committed to creating a positive, supportive, calm and orderly exams environment
- Committed to equality of opportunity
- Interested in working in a school environment and supporting students at an important time of their school career

Other information

- The successful applicant will be subject to an enhanced DBS check
- Hours of work will be as required by the Examinations Officer and will include the summer examination series and November-February mocks.
- There is a requirement to undergo a short period of training (around 2 – 4 hours), prior to beginning the role.