



Exam Invigilators

Job Description and Personnel Specification



Job Description

EXAM INVIGILATOR

SALARY/GRADE: Grade 5 SCP 5 £10.18per hour
ACCOUNTABLE TO: The Governing Body/The Leadership Team
IMMEDIATE SUPERVISOR: Exam Lead/ Headteacher

NORMAL WORKING PATTERN: By negotiation and agreement during the Summer exams series. Monday 16th May to Thursday 23rd June. AM sessions begin at 8.30am and PM sessions begin at 12:30pm

TOTAL CONTRACTED HOURS: Zero hour contract

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 The Heys 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
- 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
 - 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'

How to apply

Please complete the support staff application form along side a supporting statement on how you meet the person specification and job description and return to Charlotte Smith c.smith@theheys.school

For any questions please contact Charlotte Smith (HR)

Person Specification

Essential Criteria

- Enthusiasm for, and commitment to, the school's Mission Statement.
- Excellent communication skills.
- Highly developed inter-personal skills.
- The ability to show initiative and accept responsibility.
- Show a commitment to working as a team ensuring good working relationships and support to other colleagues.
- Have a positive attitude and commitment.
- Ability to work without supervision, at times on your own and as part of a team.

Desirable Criteria

- Work experience in a similar role

