

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Exams Invigilator
LEVEL: 1B (£8.82 per hour, plus holiday pay)
PATTERN: The main exam periods are November, mid May – mid June and then other ad hoc days throughout the year. Invigilators need to be available from 8.30am for morning exams and 1.30pm for afternoon exams.
RESPONSIBLE TO: Exams Officer/Assistant Exams Officer

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible.
- have effective communication skills.
- be confident and a reassuring presence to candidates in exam rooms.

Main duties:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and John Colet instructions.
- To play a key role in upholding the integrity of the examination/assessment process.

Before exams

- To report to and be briefed by the exams officer prior to each exam session.
- To keep confidential exam papers and materials secure before, during and after exams.
- To ensure exam rooms are set out according to the instructions.
- To admit candidates into exam rooms.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries.
- To start exams.

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams.
- To keep disruption in exam rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruption or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

After exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts, match the details on the attendance register.
- To securely return all exam scripts and exam materials to the exams officer.

Other

- To attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the exams officer, for example:
 - 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.
 - Ad hoc exams, internal & external.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

June 2021