



## JOB DESCRIPTION

### General Information

**Job Title:** Exam Invigilator

**Code:** JDA08

**Accountable to:** Examinations Officer

**Contract Basis:** Casual

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### **Line Management:**

The post holder will be accountable to the Exams Officer for all initiatives related to this post.

### **Job Purpose:**

To participate in conducting external examinations for pupils, ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to.

### **Responsibilities:**

#### **Main duties**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] 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

#### **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
- 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 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
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate people.

*The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.*

*This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.*



## PERSON SPECIFICATION

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.

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>		
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"><li>• effective communication skills</li><li>• confidence and a reassuring presence to candidates in exam rooms</li></ul>	
<b>C. Knowledge &amp; Experience</b>		<ul style="list-style-type: none"><li>• Experience invigilating examinations.</li><li>• Experience working in a school</li></ul>
<b>D. Personal qualities</b>	<ul style="list-style-type: none"><li>• Ability to relate to students and adults.</li></ul>	
<b>E. Approach to work</b>	<ul style="list-style-type: none"><li>• Confidentiality, integrity &amp; reliability</li><li>• Adaptable and flexible</li></ul>	

**Once in post, the post holder will:**

- continue to maintain and demonstrate high standards;
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community and upholding a 'Commitment to Excellence' at all times.