

JOB TITLE:	Examinations Invigilator
HOURLY RATE:	£9.32 per hour inclusive of holiday pay
RESPONSIBLE TO:	Examinations Officer
HOURS OF WORK:	As agreed with Exams Officer; Normal working hours will be exam sessions between 8.30am and 4.00pm Flexibility is essential as sessions may vary
PRIMARY PURPOSES:	To implement examination procedures and ensure the proper conduct of examination candidates

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure a calm environment which will give students the best possible opportunity to be successful in their exams
2. To help organise students at the start and end of each exam
3. Ensure that seating plans and name cards are used for all examinations. These will be prepared by the Examinations Officer prior to the examination
4. Ensure that the conduct of the exam takes place within the guidelines set down by the JCQ
5. Supervise candidates entering and leaving the Examination Room
6. Notify the Exams Officer of any absentees
7. Distribute exam papers and exam stationery to students as required
8. Read out examination instructions
9. Record start and finish times
10. Supervise candidates during examinations
11. Remain vigilant at all times whilst not disrupting the candidates or appearing intrusive
12. To quietly patrol between the desks without disturbing the students (soft shoes must be worn)
13. Collection of scripts on completion of examination in order and by candidate number
14. Ensure exam conditions are maintained at all times
15. Deliver completed scripts to Exams Officer
16. Attend training courses as required
17. Any other duties reasonably associated with this post

The duties of this post may vary from time to time without changing their general character or level of responsibility

CONDITIONS OF EMPLOYMENT

This Job Description also includes the Conditions of Employment as set out in the Bucks Pay & Conditions of Service document



Examinations Invigilator

Person Specification

Experience and qualifications

Good basic education and command of written and spoken English
Experience of working with young people
Responsible, punctual, calm, organised and approachable individual

Knowledge

Knowledge of current practice relating to examinations in schools (desirable)
An interest in education

Personal

Experience of communicating with people at all levels and ability to communicate oral instructions clearly
Good interpersonal skills
Ability to follow strict procedures and guidelines
Can use initiative and remain calm in difficult situations
Good preparation and organisational skills
Discrete and understands the importance of confidentiality
Tactful and diplomatic when dealing with sensitive situations
Self-confident
Professional appearance
Able to work independently and as part of a team
Able to work flexible hours
Good level of health and fitness

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. This post is subject to a satisfactory enhanced DBS check.



The Role of an Exam Invigilator

Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board and the Joint Council for Qualifications (JCQ). This ensures each candidate takes the exam in the same conditions as other candidates throughout the country. A copy of the JCQ booklet is available for loan to new invigilators and a copy will be available for each examination.

Responsible to

Examinations Officer

Training

Training will be given in September/March to ensure the continuation of DBS disclosure and all invigilators are required to attend.

Hours of Work

Invigilators are employed on a casual contract (as and when required). Although the main examination series is May and June, occasional ad-hoc examinations may take place during the year. Mock examinations take place in January and are carried out under JCQ guidelines to provide both our students and invigilators realistic practice examination conditions.

Morning Examinations start at 9:00am

Afternoon Examinations start at 1:30pm

Exam Invigilators are expected to arrive 30 minutes before the start of each examination and remain for 15- 30 minutes at the end of the exam. Flexibility is essential and invigilators may be required to stay an additional 1 hour after the main examination has finished.

Time sheets should be completed and returned to the Exams Officer for authorisation. Payroll deadlines are 10th of each month.

Key Tasks

Before the Exam

- Assist with preparation of examination room ensuring it meets all JCQ requirements
- Set out seating labels in accordance with the seating plan
- Set out answer booklets on desks before candidates are allowed to enter
- Supervise candidates entering the examination room
- Distribute exam papers and stationery
- Register candidates and notify Exams Officer of absences
- Ensure silence is maintained at all times until completion of the last examination in the room
- Collection of non-examination material (mobile phones/electronic devices etc)

The Role of an Exam Invigilator cont'd

During the Exam

- Supervise all aspects of the exam in a quiet and unobtrusive manner, remaining vigilant throughout (at least one member of invigilating staff should be at the front of the exam room facing the students at all times)
- Note start and finish time for all examinations in progress on the whiteboard
- Complete the seating plan and sign exam register
- Maintain the Invigilation log (Misconduct is rare, however, if suspicion arises that a candidate may be cheating in some way, contact the Exams Officer immediately, **DO NOT REMOVE SCRIPTS OR THE CANDIDATE IN QUESTION** but make careful notes of the circumstances)
- Deal with late arrivals
- Escort any candidates who may need to leave the room in accordance with the exam regulations.
- Ensure the candidates do not converse, signal, or otherwise communicate with each other or other persons.
- Ensure efficient and accurate timekeeping is maintained
- Ensure candidates stay for the full duration of the examination.
- Record any incidents and report these to the Exams Officer

At the end of the Exam

- Ensure answer booklets have been completed correctly i.e. centre number, legal name of candidate and candidate number
- Dismiss candidates ensuring examination conditions are maintained
- Return all scripts in candidate number order and exam material to the Exams Office.
- Check contents of stationery box and replenish if necessary
- Supervise students with examination clashes when required.