

EXAMINATIONS INVIGILATOR: JOB DESCRIPTION

Reporting to	Examinations Officer	Salary	NJC Fixed Point 5 - £10.01 per hour
Hours of work	As and when required		

Job purpose

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) and Open Academy instructions.
2. To play a key role in adhering to the rules and regulations issued by the JCQ and ensuring the Instructions for Conducting Examinations (ICE) are followed.

Duties and responsibilities

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep 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 candidates at all times and be vigilant throughout exams
- To provide reading/scribe support for students on a 1:1 basis or small groups as required (full training will be provided)
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- 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, refresher 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
 - exams-related administrative tasks

EXAMINATION INVIGILATOR: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience: <ul style="list-style-type: none"> Educated to at least GCSE grade C standard or equivalent in English and mathematics (certificate/s to be available at interview) Experience of working with young people 	Qualifications and experience: <ul style="list-style-type: none"> Experience of working in a school or similar establishment Experience of working in a busy administration environment 	Application form References Interview Certificate/s (to be available at interview)
Knowledge and skills: <ul style="list-style-type: none"> Ability to work constructively as part of a team, understanding school roles and responsibilities Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students Good standard of numeracy and literacy skills Ability to absorb and understand a wide range of information 	Knowledge and skills: <ul style="list-style-type: none"> Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation 	Application form References Interview

Personal qualities:

- Initiative and ability to work well under pressure
- Able to work flexibly and respond to unplanned situations
- Able to appropriately deal with confidential information
- Efficient and meticulous in organisation
- Commitment to the highest standards of child protection and safeguarding
- Recognition of the importance of personal responsibility for health and safety
- Commitment to the academy's ethos, aims and its whole community

Application form

References

Interview