

EXAM INVIGILATOR

Job Description



Job Title: Exam Invigilator

Salary: £8.75 per hour

Hours of work: Flexible

Responsible to: Exams Officer

An ideal candidate will:

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

Main Duties and Responsibilities:

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cockermouth School's policies and procedures.
2. To play a key role in upholding the integrity of the examination/assessment process
3. To support the day-to-day operation of examination venues which will include:
 - To report to and be briefed by the exams officer prior to each exam session
 - Assist with setting up exam rooms, transporting equipment and examination papers securely to venues, laying out equipment and examination papers in accordance with strict procedures.
 - Closely follow and enforce exam procedures and regulations.
 - Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted/not permitted inside examination venues.
 - Ensure candidates do not talk once inside the examination venues.
 - Assist with checking attendance and complete attendance registers at the start of examinations, reporting absent students immediately to the Exams Officer
 - Record details of late arrivals, early leavers, and collect scripts from early leavers.
 - To supervise and observe candidates at all times and be vigilant throughout exams
 - To deal with queries raised by candidates and deal with exam irregularities according to the regulations.
 - Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
 - Escort candidates on toilet breaks ensuring no unauthorised material is consulted
 - To report/ record any incidents, disruption or irregularities to senior invigilator/Exam Officer
 - Assist candidates as appropriate with additional supplies of paper and stationery.
 - Collect and collate exam papers, checking candidates' names on scripts match the details on the attendance register.
 - Supervise candidates leaving examination venues in a quiet and orderly manner, ensuring that candidates do not remove equipment or stationery from the venue without authorisation.
 - To assist with the secure return all exam scripts and exam materials to the exams officer in accordance with strict regulations and procedures.

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

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

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Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	Able to give clear and concise instructions and guidance.	Able to use information technology skills for word-processing, databases and spreadsheets.
	Able to use initiative and good judgement.	
	Good literacy and numeracy skills.	
	Ability to follow guidelines and procedures, and able to manage a complex process.	
	Ability to work effectively as part of a team.	
EQUALITY ISSUES	Ability to identify and act on discrimination.	
SPECIALIST KNOWLEDGE	Ability to address health, safety or welfare issues.	

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of its students, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

November 2018