



Invigilator Job Description

<u>Reporting to:</u>	Examinations Officer	<u>Hourly pay rate:</u>	£9.25
<u>Hours of work:</u>	Term-time, September to July, as may be required Predominantly: November, January, March to July Typically, 8:00am to midday and/or 1:00pm to 4:00pm		

General Requirements

Experience of invigilation is preferable but not essential as full training in the role and duties of an invigilator will be provided. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. Invigilators are also required to confirm their availability in advance of main exam periods, and will also be required to complete and sign a declaration to confirm that confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

A full Disclosure will be carried out for successful candidates.

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be a confident and reassuring presence to candidates in the exam-room
- be able to give instructions and manage situations involving different groups of people, including students with Special Educational Needs
- have basic IT skills (e.g. be familiar with use of email, mobile phone messaging)

Main Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Corsham School regulations and instructions
- To have a key role in upholding the integrity and security of the examination / assessment process
- To engage with, and complete, any formal training, as provided by the school

Before exams:

- Report in a timely fashion to, and be briefed by, the Examinations Officer prior to each exam session
- Ensure exam rooms are set up according to the relevant requirements
- Admit candidates into exam-room under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question-papers and exam materials to candidates
- Instruct candidates in the conduct of their exams by reading the JCQ *Instructions to Candidates* notice

During exams:

- Keep confidential question-papers and materials secure before, during and after exams, once issued to you by the Examinations Officer
- Supervise and observe candidates at all times and be vigilant throughout exams
- Ensure any disruption in exam-rooms is kept to a minimum and call for assistance as soon as required
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams:

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Securely return all exam scripts and exam materials to the Exams Officer

Other Tasks

- Complete relevant online invigilator training at the start of a new academic year
- Complete online Child Protection Training
- Undertake, where required and where able, any other duties, as requested by the Examinations Officer. For example:
 - Supervision of exam timetable clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example by acting as a reader, scribe etc. (full training will be provided here beforehand)
 - Other exams-related, administrative tasks including maintaining question paper security by supporting the *Second Pair of Eyes Check*