

JOB DESCRIPTION

Job Title: Casual Exam Invigilator

School: Rivington & Blackrod high School

Grade: Grade B SCP 3

Reports to: Exam's officer

Line management responsibility: NA

Main purpose of the job:

To provide exam invigilation for both internal and external examinations within the school and to assist in exam administration.

Key duties and responsibilities

Principal Responsibilities

- To ensure that all rules and regulations, especially the JCQ booklet 'Instructions for the Conduct of Examinations' (ICE booklet), relating to the conduct of exams are strictly applied and dealing with examination irregularities in accordance with procedures.
- To ensure that candidates have an equal, safe and secure environment in which to sit their examinations.
- To prevent possible candidate malpractice and prevent possible administrative failures.
- To be aware of and comply with policies and procedures (in particular fire procedures for pupils during an exam) relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

Main Duties

- Being available before and after the exam times to assist the Exams Officer with preparation and tidying of exam rooms, ie: placement of table numbers, placing posters according to the ICE Booklet, distribution of exam equipment (e.g. pens, pencils, mathematical instruments and mathematical instruments).
- Checking the exam room meets exam standards.
- Ensure candidates get to their pre-advised seats, escalating any exceptions and advising them about possessions permitted in exam rooms.
- Distribution and collection of exam papers.
- Check for and take into account Special Arrangements for candidates.
- Completing the attendance register where appropriate.
- Starting the exam and reading out any notices.
- Work to the timing of the exam advising candidates of the start and end times.
- Record any late arrivals or early leavers and issue or collect their scripts.
- Invigilate during the exam by ensuring the regulations, as defined in the Instructions for Conducting Examinations (ICE) booklet are complied with at all times, dealing with queries raised by candidates and dealing with examination irregularities in accordance with documented procedures.
- Maintaining exam conditions throughout by, for instance, ensuring students are silent and they do not communicate with others.
- Reporting and record all exceptional events or situations.

- Collecting and collating exam papers at the end of the examination, as requested, and returning them to a secure area or pass them to a member of the Exams team.
- Supervise the orderly exit of candidates leaving the exam room.
- In the case of an emergency, e.g. evacuation, following the instructions of the Exams Officer, to escort the candidates from the exam room as per the Exams Evacuation policy.
- Rearrange/tidy the exam room to leave it in a suitable state.
- Complete timesheets for work carried out and submit in a timely manner.
- Attend yearly invigilation training sessions/refresher courses.
- Invigilate candidates with special arrangements e.g. extra time, readers, scribes etc. Additional guidance will be given if this is the case.
- Be familiar with the contents of the JCQ booklet 'Instructions for the Conduct of Examinations'. Training will be given to ensure this criteria is achieved.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

PERSON SPECIFICATION

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Qualifications and training	Essential	Desirable
Level 2 or higher in English/Literacy & Maths	✓	
Active in continuing professional development		✓

Experience, knowledge, and skills	Essential	Desirable
Experience of working with young people	✓	
Experience of working under pressure and to tight deadlines	✓	
Good organisational and administrative skills	✓	
Willingness to participate in relevant training and development opportunities	✓	

Personal attributes	Essential	Desirable
Speaks confidently	✓	
Ability to remain calm under pressure	✓	
Ability to communicate across all levels	✓	
Ability to enthuse young people	✓	
Ability to build and maintain effective working relationships	✓	
Flexible and resilient	✓	
Reliable and good attender	✓	
Effective team player	✓	
Smart appearance	✓	

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate	✓	
Medical clearance	✓	
Two satisfactory references	✓	
Full UK driving license and access to a car during working hours		✓

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