

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Description****Job Title**: Examination Invigilator**Reporting to**: Examinations Officer**Purpose**: To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Rookwood School instructions. To play a key role in upholding the integrity of the examination process **Main Responsibilities**:Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process. **Before exams*** Report to and be briefed by the exams officer prior to each exam session
* Keep confidential exam question papers and materials secure before, during and after exams
* Ensure exam rooms are set up according to the requirements
* Admit candidates into exam rooms under formal examination conditions
* Give full attention to conducting the examinations properly
* 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
* Deal with candidate questions
* Start exams

**During exams*** Supervise and observe candidates at all times and be vigilant throughout
* Keep disruption in examination rooms to a minimum
* 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 examinations and collect examination scripts and materials
* Dismiss candidates from the examination room
* Check candidates’ names on scripts, match the details on the attendance register
* Securely return all examination scripts, question papers and materials to the exams officer

 **Other*** Undertake training, update and review sessions as required
* (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
* Undertake, where required and where able, other duties requested by the exams officer, for example:
	+ centre supervision of examination timetable clash candidates between examination sessions
	+ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
	+ other exams-related administrative tasks including maintaining question paper security by supporting the ‘second pair of eyes check’

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. |
| **Person Specification****Qualities, Knowledge, Skills & Attributes**An ideal candidate will:* be reliable, flexible and readily available during main examination periods
* have effective communication skills and good interpersonal skills
* work well as part of a team
* be confident and a reassuring presence to candidates in examination rooms
* be able to give instructions and manage situations involving different groups of people
* have basic IT skills (familiar with use of email, mobile phone messaging etc.)
* seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
* confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

**Other*** Reliability
* Punctuality
* Tactful and understands confidentiality
* Common sense and initiative
* Keen to undertake training and develop skills
* Committed to equal opportunities

**Qualifications and Experience*** Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.*** |