



## Job Description: Exam Invigilator

**Reports to:** Exams Officer

**Salary:** Hourly rate £11.95

**Hours:** Casual contract; hours will be variable dependent on need

### The ideal candidate will:

- Demonstrate accuracy and attention to detail
- Be able to act on their own initiative
- Have good written and verbal skills.

### The Role

To participate in conducting external and mock examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Please note the following examination windows:

- External examinations are held May to June every year.
- Internal examinations are held **January to February** and **October to November** every year.

### Key responsibilities

To check the examination room prior to the arrival of candidates to ensure that:

- heating, lighting, ventilation and levels of extraneous noise are acceptable
- no display materials that might be helpful to candidates are visible
- a reliable clock of readable size is visible to each candidate
- the Warning to Candidates is displayed both inside and outside the examination room
- the Notice to Candidates is displayed in a public place outside the examination room
- the seating arrangements prevent candidates from overseeing the work of others
- To ensure that a signed record is kept of the seating and invigilation arrangements
- To carry out checks on the identity of candidates on their arrival
- To take all reasonable steps to ensure that:
  - only the official examination stationery is used by candidates
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted

- candidates have all the necessary material to enable them to complete the examination.
- To open the packet of examination papers and issue the papers to candidates
- To give clear instructions to candidates and to supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty
- To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body
- To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers
- After collation, to ensure scripts and unused stationery are handed to the person responsible
- To ensure that the room is left in a tidy condition.

### **Other**

- Carry out other reasonable duties as directed by Line Manager/SLT

## **Person Specification: Exam Invigilator**

### **Qualification Criteria**

- Right to work in UK
- First Aid qualification desirable.

### **Knowledge and Experience**

- Ability to demonstrate accuracy and attention to detail
- Ability to work effectively and supportively as a member of the team
- Good written and oral skills
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- experience of working in an educational setting (desirable)
- A sound knowledge of the school's examination policy and procedure (desirable).

### **Personal characteristics**

- Ability to demonstrate flexible approach
- Ability to offer reliability and punctuality
- Willingness to participate in further training and development opportunities offered by the school
- Ability to be firm but fair at all times
- Ability to demonstrate common sense and initiative
- Willingness to maintain confidentiality on all school matters

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.