

## Job Description: Exam Invigilator

<b>Reporting to:</b>	Exams and Data Manager
<b>Location:</b>	Ark Burlington Danes Academy, White City
<b>Working Pattern:</b>	Casual as and when required
<b>Salary:</b>	£11.50 per hour

### The Role

You will be instrumental in our mission to provide every student a great education and real choices in life, regardless of their background. You will conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ark Burlington Danes Academy instructions. You will play a key role in upholding the integrity of the examination process.

### Key Responsibilities

Before exams:

- To report to and be briefed by the exams officer prior to each exam session
- To support the exams officer in keeping exam papers and materials secure before, during and after exams
- To support the exams officer in ensuring exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To support the exams officer in identifying, seating, and instructing candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries.

During exams:

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries.

After exams:

- To support the exams officer in collecting exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

### Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- To attend training, refresher 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)
  - exams-related administrative tasks.

# Person Specification: Exam Invigilator

## Qualification Criteria

- Right to work in the UK
- Mathematics and English GCSE or equivalent at Grade C or above

## Knowledge 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.

## Behaviours

- An ideal candidate will:
  - be flexible
  - have effective communication skills
  - be confident and a reassuring presence to candidates in exam rooms

## Specific Skills

- Numerate and analytical with a high level of accuracy and attention to detail
- Excellent written and oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students

*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. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*