



GATEACRE SCHOOL

JOB DESCRIPTION

TITLE OF POST: Exam Invigilator

SALARY: £11.50 per hour

ACCOUNTABLE TO: Data and Exams Officer / Assistant Headteacher – Data and Reporting

PURPOSE OF JOB: To ensure that candidates sit examinations in the correct conditions, ensuring the integrity and smooth running of internal and public examinations.

The post holder must at all times, carry out his or her duties and responsibilities in accordance with the aims of the School and in such a manner as to enhance the good reputation of the School.

Main Activities and Responsibilities:

Arranging the examination room

1. Collect the examination papers and other required equipment from the Examinations office and take it to the examination room.
2. Ensure that the correct signage to indicate an examination is in progress, is displayed as required, inside and outside of the examination room.
3. Check that any subject relevant charts, diagrams, etc. have been cleared from the walls.
4. Check that you have the following on display: an analogue and/or digital clock that all candidates can see clearly; a board/display showing the centre number, subject title, paper number and the actual starting and finishing time, and date of each examination.
5. Check that you have: a printed paper copy or an electronic copy, accessible via a laptop or tablet, of the up to date JCQ Instructions for conducting examinations; any subject-specific instructions and/or stationery lists issued by the relevant awarding body; and a seating plan of the examination.
6. Ensure that the desks are suitably distanced and that they are correctly numbered.
7. Check that your mobile phone, to be used in emergencies only, has been switched to silent mode.

Before the examination

1. Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries, anthologies and set texts.
2. Open the examination papers and place the paper and answer booklet/paper on each desk.
3. Ensure that candidates have the necessary and authorised equipment to complete the examination.
4. Tell candidates that they must now follow the regulations of the examination.
5. Inform candidates that they must give you any unauthorised materials. This includes iPods, mobile phones, MP3/4 players or similar devices and watches.
6. Ensure that any unauthorised items from candidates are properly labelled with the candidates' name and that they are held securely.
7. Tell candidates to hand their watches to you.
8. Tell the candidates: to fill in the details on the front of the answer booklet and any supplementary sheets, e.g. candidate name (except CCEA), candidate number and centre number in black ink; and to read the instructions on the front of the question paper.
9. Tell the candidates about any erratum notices.
10. Remind candidates to write clearly using black ink, not to use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.
11. Tell candidates when they may begin and how much time they have.

During the examination

1. Accurately complete the attendance register.
2. Supervise the candidates to prevent cheating and distractions.
3. Ensure that students are provided with the necessary stationery and equipment to complete their examination.
4. Ensure that students do not leave the examination room until permitted.
5. Make sure that a question paper is not removed from the examination room during the examination.
6. Make sure that an appropriate member of staff is available to accompany any candidate who need to leave the room temporarily.
7. In the case of an emergency evacuation, escort the candidates in silence out of the school to the assigned muster point, ensuring that students remain silent throughout.
8. Keep a record of any incidents which arise during the examination and report them immediately to the Data/Exams Officer.
9. Tell candidates to stop writing at the end of the examination.

After the examination

1. Check and sign the attendance register.
2. Tell candidates to check that they have: written all the necessary information on their scripts, including supplementary answer sheets; crossed out rough work or

unwanted answers; and placed any loose additional answer sheets inside the answer booklet.

3. Collect all scripts, question papers and any other material before candidates leave the examination room.
4. Return any unauthorised items to candidates.
5. Arrange scripts in the order candidates appear on the attendance register.
6. Make sure that scripts are returned securely to the Examinations office.

Access Arrangements

1. Check in advance with the Data/Exams officer which candidates, if any, have been granted access arrangements.
2. Ensure you understand the nature and delivery of the arrangement(s) and that you are aware of any materials the candidate is allowed access to, e.g. a bilingual dictionary, a coloured overlay, a modified enlarged question paper.
3. Ensure that access arrangements candidates are identified on the seating plan.

Any other duties, which may arise during the course of work and as authorised by the Data/Exams Officer and Assistant Headteacher – Data and Reporting. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

The main duties of this post may be reviewed in the light of experience and development in the post. Any review will be undertaken in conjunction with the post holder.

Hours of employment: Hours of work will be offered during the school day over the exam periods to support the exam timetable.

Health and Safety: Employees are required to observe the provisions of and adhere to the School's policies.

Safeguarding: All staff have a responsibility to provide a safe environment in which children can learn and, where there is a concern about a child's welfare should follow the referral processes set out in the schools Safeguarding Policy.

Please note that we operate a no-smoking policy throughout the whole school site.

Date: October 24

Person Specification for the post of Exam Invigilator

Essential criteria:		Evidence
	Ability to read and understand the JCQ publication Instructions for conducting examinations in advance of the examinations.	Interview
	To be available and present for all shifts offered and accepted.	Application/Interview
	A high degree of organisation skills and communication skills. Ability to work to deadlines and use own initiative where necessary to achieve this	Application/Interview
	Ability to maintain full confidentiality	Application/Interview
	Ability to work as a member of the exams team	Application/Interview
	The ability to be flexible in approach to work	Application/Interview
Desirable:		
	Relevant experience of working in a school environment.	Application/Interview
	A valid first aid certificate	Application/Interview