

JOB PROFILE AND PERSON SPECIFICATION

JOB TITLE Exams Invigilator

RESPONSIBLE TO Examinations Officer

HOURS Variable during Examination Seasons
Advance notice of dates will be issued and invigilator timetables published

MAIN PURPOSE OF THE JOB

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

Exam Invigilators will be trained, if they are willing to undertake the task of reading exam papers to pupils with access arrangements

Readers and Scribes – for those invigilators who are also Readers and Scribes – please see the relevant duties ***

Key Accountabilities	Key Tasks
Invigilate examinations following guidelines and under the supervision of the Examinations Officer and/or Senior Invigilator:	<ul style="list-style-type: none"> • To be on duty in the exam hall from 15 minutes before until 15 minutes after each examination and to be actively carrying out duties during those times. • To ensure that you read the instructions for each examination which will include: <ul style="list-style-type: none"> • Invigilation arrangements/record • Candidate seating plan and special arrangements for pupils • Start and finish times • Special arrangements for specific examinations eg: Music, Listening exams etc. • Exam event log • Emergency procedure • Attendance register • Late register • To take all reasonable steps to ensure that: <ul style="list-style-type: none"> • candidates take into the examination room only those articles, instruments or materials which are expressly permitted • the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided • candidates have all the necessary material to enable them to complete the examination. • To assist with setting out the examination room with candidate cards, examination stationery and equipment as necessary. • To assist with the issue of papers to candidates when necessary. • To assist with completing the Attendance & Late register as and when required by the Exams Officer. The Exams Officer will take a list of absences to Pupil Reception. • To start and/or finish an examination where required, following the guidelines in the

	<p>JCQ booklet <i>Instructions for Conducting Examinations</i></p> <ul style="list-style-type: none"> • To remain in the exam room throughout the examination. • To report any incidents or late arrivals on the Exam Event Log for the Exams Officer's attention. • To supervise the candidates with complete attention to this duty from when they enter the examination room throughout the whole time the examination is in progress until they are dismissed from the examination room. • To work as a member of the invigilation team, ensuring that invigilators cover the whole area of the examination room. • To ensure that silence is maintained. • 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 in correct order and ensure that candidates have used their correct Centre and candidate numbers. To collect all candidate cards in correct order. • After collation, to ensure the scripts are handed to Exams Officer/Team for despatching the scripts to Examiners. • To collect all unused stationery/equipment/signs etc. in the examination room and return it to the Exams Officer or Senior Member of Staff. • To assist with other tasks at the end of the exam as required by the Senior Invigilator or Exams Officer • To assist with other tasks at the end of the exam as required by the Senior Invigilator or Exams Officer
<p>Readers and Scribes ***</p>	<p>Under the management and guidance of the Exams Officer, to read and / or to scribe during examinations for pupils with access arrangements in accordance with the JCQ Regulations.</p>
<p>Support and Guidance</p>	<p>There will be a Senior Invigilator on duty for all examinations. The Examinations Officer will be in school and contactable in an emergency. A senior member of staff will be available at the beginning of all exams and will take responsibility for any disciplinary issues with candidates.</p>
<p>***To act as a Reader for Exam candidates (<i>alternative/additional duties for those who are interested</i>)</p>	<ul style="list-style-type: none"> • A reader must read the exam paper or assessment materials accurately to the candidate • A reader may only read the instructions of a the question paper(s) and questions but must not explain or clarify questions • A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so • Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text • A reader must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate • A reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered • A reader must not decode any symbols and unit abbreviations • A reader may read back, when requested, what the candidate has written • A reader may, if requested, give the spelling of a word which appears on the paper

but otherwise the spellings must not be given

<p>*** To act as a Scribe for Exam candidates <i>(alternative/additional duties for those who are interested)</i></p>	<ul style="list-style-type: none"> • A scribe must write accurately, and at a reasonable speed, what the exam candidate has said • A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper
	<ul style="list-style-type: none"> • A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate • A scribe must write a correction if requested to do so by the candidate • A scribe must immediately refer any problems in communication during the examination to the invigilator • A scribe must not give factual help to the candidate or indicate when the answer is complete • A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered • A scribe may at the candidate's request, read back what has been recorded
PERSON SPECIFICATION	
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of undertaking tasks in a responsible and organised manner
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work effectively and supportively as a member of the school team • Ability to act on own initiative, dealing with any unexpected problems that arise
Personal Qualities	<ul style="list-style-type: none"> • Willingness to participate in in-house training for the role • Willingness to maintain confidentiality on all school matters • Ability to demonstrate a patient and methodical approach • Ability to demonstrate tact and diplomacy and maintain composure when under pressure • Ability to demonstrate a flexible approach and willingness to adapt to change

All invigilators must be familiar with the JCQ *Instructions for the Conduct of Examinations* booklet and should refer to this booklet for detailed instructions and guidance.

When necessary during training sessions, sections of the booklet will be made available to you and an electronic copy will be e-mailed to all invigilators.

*This job description sets out the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
Training will be provided.*

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment checks include, Disclosure and Barring Service Enhanced check, health assessment and references