

Lead Invigilator

Casual basis, dependent on exam requirements.

Must be available during November, December, February, March, May and June.

£10.52 per hour, exclusive of holiday pay



Job profile

Core purpose

- To lead the team of invigilators in conducting internal and external exams for students, ensuring that all regulatory requirements for the conduct of exams are strictly adhered to and met at all times.
- Carry out other exams-related duties as instructed by the Exams Officer.

Accountabilities

The post-holder will:

- Report to the Exams Officer
- Work closely with other staff

Main Duties

1. To support the Exams Officer in ensuring that the exam room meets awarding body requirements by checking, prior to the arrival of the candidates, that:

- there are enough invigilators present
- heating, lighting, ventilation and levels of extraneous noise are acceptable
- no display materials that might be helpful to candidates are visible
- the centre number and a reliable clock of readable size are visible to each candidate
- the *Warning to Candidates* is displayed outside the exam room
- the *Notice to Candidates* is displayed outside the exam room
- there is a copy of the JCQ 'Instructions for Conducting Examinations' booklet clearly visible at the front of the room
- the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others (desks 1.25 m apart)
- seating plans are displayed in the exam room and on the exams noticeboard

2. To ensure that a signed record is kept of the seating and invigilation arrangements for every exam

3. To maintain the security of the exam both before and after the exam

4. To take all reasonable steps to ensure that:

- the correct exam papers are issued to candidates
- the correct awarding body exam stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
- candidates take into the exam room only those articles, instruments or materials which are expressly permitted and all mobile phones/MP3 players/electronic devices are handed in

- candidates have all the necessary material to enable them to complete the exam

5. To give clear instructions and information to candidates at the start and finish of every exam in accordance with awarding body regulations, including the reading of erratum notices
6. To ensure that the correct information (e.g. start and end times, additional time, centre number) is displayed clearly on the board so that it can be seen by all students in the exam room
7. To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
8. To ensure that candidates are supervised throughout the whole time the exam is in progress
9. To record any incidents of suspected malpractice and report these to the Exams Officer
10. To contact the Exams Officer if candidates raise a concern or problem with the paper that requires clarification
11. To complete the official attendance register during the examination, in accordance with the instructions of the awarding body, and to make the Exams Officer aware of any absences
12. To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert
13. At the end of the exam, to organise the collection of all scripts and to ensure that candidates have completed all required details on their script prior to dismissing candidates from the exam room
14. After collection, to assist the Exams Officer in ensuring all scripts are packed in the correct awarding body packet according to the order of the official attendance register
15. To ensure candidate cards and exam registers are prepared prior to the next exam
16. Any other duties as may reasonably be expected within the grade of the post

Support for the school

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures
- Contribute to the overall ethos, vision and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant training and meetings as required

Person specification

Qualifications and experience

Essential:

- GCSE English and Maths A*-C (or equivalent)
- Experience of exams invigilation

Desirable:

- Experience of working in a secondary school

Skills and attributes

Essential:

- Reliable and punctual
- Well-organised and meticulous, with great accuracy and attention to detail
- Able to follow regulations and work to predetermined instructions
- Flexible approach, able to adapt to changing circumstances
- Calm under pressure or in unexpected situations
- Excellent verbal and written communication skills, ability to relate effectively to both staff and students.
- Ability to lead a team and delegate tasks to others
- Committed to creating a positive, supportive, calm and orderly exams environment
- Interest in working in a school environment and supporting students at an important time of their school career

Desirable:

- Basic IT skills

Other information

The successful applicant will need to undergo a DBS check.

Hours of work will be as required by the Exams Officer and will include the Summer examination series, November/December mock exams and February/March mock exams. There is a requirement to undergo a short period of training (approx. 2 hours), prior to beginning the role.