EXAMINATIONS INVIGILATOR

JOB DESCRIPTION

**Title of Post**: Invigilator

**Band:** Fixed. Currently £9 per hour (+ Holiday pay)

**Purpose of Job:** To implement examination procedures and ensure the proper conduct of examination candidates.

# EXAMPLE DUTIES AND RESPONSIBILITIES

**Procedures:**

* Prepare examination room in accordance with the instructions of the Examinations Officer or the Senior Invigilator.
* Put appropriate question papers on candidates’ desks.
* Outside the examination room, collect students’ mobile phones, ensuring that they are labelled and switched off and lock them away securely.
* Read out examination instructions (if asked to do so).
* Record examination start and finish times (if asked to do so).
* Instruct candidate to begin examinations (if asked to do so).
* Operate CD or DVD playing equipment where appropriate and in accordance with instructions given by Examinations Officer.
* Complete attendance register (if asked to do so).
* At end of examination, collect candidates’ scripts and question papers in accordance with instructions and /or oversee printing of answers where word processor is used.
* Instruct candidates when they are permitted to leave the examination room.

**Conduct:**

* Ensure silence in the examination room and avoid disruption.
* Ensure that all candidates comply with any instructions.
* Walk around the examination room, ensuring no candidate has forbidden items and removing any found.
* Ensure that candidates do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, Examinations Officer or other appropriate person.
* Advise students if their behaviour is in appropriate and warn them of the consequences
* Ensure that all LSAs assisting students with Access Arrangements are working in accordance with JCQ guidelines.
* When absolutely necessary, escort candidates to the toilet.
* Carry out appropriate procedures should an emergency arise, in accordance with the instructions given.

Invigilators should ensure that they are fully familiar with any instructions for the conduct of examinations which have been supplied to them, and especially the JCQ ICE booklet.

**NOTE:**

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(October 2019)

# EXAMINATIONS INVIGILATOR

**PERSON SPECIFICATION**

## Experience: No specific experience necessary.

Recent interaction with young people an advantage.

**Qualifications** Numeracy

Literacy

**Knowledge and skills:** Organisational skills

Ability to follow instructions

Ability to work on own initiative up to a point

Effective communication skills

Maintain confidentiality

Basic understanding of health and safety issues

**Aptitudes:** Flexible and responsive attitude towards workload

Co-operative and caring team member

Willing to undertake appropriate training

Able to maintain concentration for sustained periods of time

Able to stand for lengthy periods.

**NOTE:**

All staff at Moulsham High School and Humanities College are expected to:

* participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
* comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
* ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(October 2018)