



# HYLANDS SCHOOL

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## Exams Invigilator

### Job Description



# Exams Invigilator Job Description

Job Title:	Exams Invigilator
Pay Scale:	£10.98 Hourly rate of pay
Responsible to:	Data and Exams Officer
Responsible for:	N/A
Location of work:	Hylands School, Chelmsford, CM1 3ET
Hours and working pattern:	0-Hour contract
Contract type:	Casual

## About the Role

The Exams Invigilator is responsible for the Invigilation of all internal and external examinations

## Job Purpose

- Implementation of examination procedures and to ensure the proper conduct of examination candidates.

## Key Responsibilities

- Assist in the setting up of the examination room, checking that it is fit for purpose and in accordance with JCQ Regulations.
- Ensure all candidates receive the appropriate examination papers, inserts, answer booklets and have the appropriate stationary.
- Read out examination instructions, including any erratum notices.
- Record examination start and finish times.
- Instruct candidates to begin examinations.
- Complete attendance register and seating plan as required.
- Collect candidate labels according to instructions.
- At the end of the examination, collect answer booklets and question papers in accordance with instructions.

- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.
- 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, Exams Officer or other appropriate person.
- When absolutely necessary, escort candidates to the toilet.

## General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To 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 Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 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.

## Health and Safety and Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses



## Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

## Person Specification

E = Essential D = Desirable	A = Checked at application stage I = Checked at interview stage
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Qualifications and Experience	E	D	A	I
Experience of Examination procedure	✓			✓
Experience with JCQ Processes and procedures		✓		✓
Experience working in a school setting or around children		✓	✓	
Knowledge, Skills and Abilities				
Understand and promote the value of emotional and physical wellbeing in adults and children	✓			✓
Knowledge of relevant software applications, including microsoft office, G-Suite and database skills		✓		✓
Good understanding and support the differences in stakeholders at all levels of the organisation and respond appropriately in relation to the role	✓			✓
Ability to communicate with individuals and stakeholders at all levels of the organisation	✓			✓
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations		✓		✓
Knowledge of invigilation procedures		✓		✓
Personal Qualities				
Excellent timekeeping skills in terms of punctuality and meeting deadlines	✓			✓
Ability to work independently and with initiative, as well as the ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these	✓			✓
Ability to deal with everyone in a positive and professional manner which promotes a positive image in line with our schools vision and ethos	✓			✓