



Invigilator Job Description and Person Specification

Reporting to: Examinations Officer

Rate: £11.13 per hour (including holiday pay)

Hours of work: To be confirmed by Exam Officer by agreement during main exam periods

Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and Backwell School regulations and instructions
- To uphold the integrity and security of the examination /assessment process.

Prior to Exams

- Report to and be briefed by the Exams Officer prior to each exam session
- Keep examination question papers and materials confidential before, during and after the exams
- Ensure exam rooms are set up according to requirements
- Admit candidates to the exam rooms under formal exam conditions
- Verify and seat candidates according to the required arrangements
- Distribute correct question papers and exam materials to the candidates
- Start exams

During Exams

- Oversee candidates at all times and be vigilant through the exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Report/record any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions in line with regulations.

Post Exams

- Instruct candidates in finishing their exams and collect exam scripts and materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the register
- Securely return all exam scripts and exam materials to the Exams Officer

- Undertake training, update and review sessions as required
- Undertake where necessary other duties requested by the Exams Officer i.e. maintaining question paper security by supporting the second pair of eyes check
- Facilitating access arrangements
- Centre supervision of exam timetable clash candidates between exam sessions

Person Specification and Experience

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.
- Be reliable, flexible and available during main exam periods
- Possess effective communication skills and good interpersonal skills
- Work well as part a team
- Confident and provide a reassuring presence to candidates in exam rooms.
- Provide clear instructions and manage situations involving various groups of people
- Possess basic IT skills (familiar with mobile phone messaging and email.

Please submit an expression of interest to recruitment@backwellschool.net.