

Job Description	
<b>Department</b>	Examinations
<b>Post Title:</b>	Exam Invigilator
<b>Salary Scale/Range</b>	Scale 4 point 8 £12.80 per hour
<b>Hours</b>	Casual hours during exam periods only (2 weeks Dec, 2 weeks Feb, 2 weeks April & 6 weeks May & June). Approx 2 meetings per year plus online training modules as appropriate.
<b>Permanent/Fixed Term</b>	Permanent
<b>Posts Responsible to</b>	Examinations Officer / Senior Leadership Team
<b>Posts Responsible for</b>	N/A
<p><b>Job Purpose:</b> To ensure that examinations are conducted according to the regulations to:</p> <ul style="list-style-type: none"> <li>• Ensure all candidates have an equal opportunity to demonstrate their abilities</li> <li>• Ensure the security of the examination materials before, during and after the examination</li> <li>• Prevent possible candidate malpractice</li> <li>• Prevent possible administrative failures</li> </ul>	

### Main Duties and Responsibilities

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Kingsway School regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process and the internal mock exams.

### Before examinations

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates

- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

#### **During examinations**

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

#### **After examinations**

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the exams officer

Undertake, where required and where able, other duties requested by the exams officer, for example:

- Centre supervision of examination timetable clash candidates between examination sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- Undertake training, update and review sessions as required (prior to invigilating any external examination in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year

#### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
- Be a professional role model and understand and promote the aims and the values of the Trust.

#### **Safeguarding and Promoting the Welfare of Children and Young People**

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

#### **Data Protection**

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- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018 and follow all of the Trust's information governance policies and procedures at all times.

### **Equality and Diversity**

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

### **Health and Safety**

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.