

JOB DESCRIPTION

Examination Invigilator

SCP4 = £11.98 per hour

Casual hours contract

Key focus

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Responsibilities of an examination invigilator

- To assist in the setting up of examination rooms, ensuring they meet the JCQ requirements
- To manage candidate entry into the examination room in an appropriate manner
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, smart watches, revision notes or other paperwork unless told otherwise
- To ensure candidates adhere the regulations of an examination room as laid out in the JCQ guidelines
- To ensure all candidates receive appropriate examination question papers and answer paper
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure all candidates are seated before opening the question papers
- To record attendance on the official examination registers
- To be aware of any needs that candidates may have during an examination
- To maintain security and confidentiality
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To report malpractice or suspected malpractice to the Examinations Officer immediately
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Main office
- To ensure examination conditions are maintained until candidates are dismissed and have left the examination room
- To sign the centre's confidentiality declaration
- To assist in other activities as may reasonably be requested by the centre from time to time



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PERSON SPECIFICATION

Examination Invigilator

Experience	Previous experience of working in a school environment would be beneficial but not essential. All exam invigilators will be required to undertake full training for this position
Practical Skills	Good numeracy and literacy skills Effective written and oral skills To have good communication skills
Personal Qualities & Attributes:	<p>Required to work on a supply basis</p> <ul style="list-style-type: none"> • To be reliable and punctual • To have a polite, friendly and flexible approach to work • To follow instructions • Excellent organisational skills • Ability to work under pressure • Accuracy and attention to detail • Ability to work on own initiative and problem-solve • Ability to relate to candidates yet maintain an air of authority • Ability to communicate with candidates and members of staff clearly and accurately • Effective oral and written communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone as necessary • Ability to keep calm under pressure or during unexpected circumstances • Ability to judge when a decision is not yours to make • Ability to be firm but fair at all times • Tactful and understands confidentiality • Common sense and initiative • Keen to undertake training and develop skills • Committed to equal opportunities