

Blessed Hugh Faringdon Catholic School
Job description

Post Held

Exam Invigilator

Salary Grade of Post

Grade 3 (Casual Contract)

Reporting to

Data and Examinations Manager

Key Responsibilities:

- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.
- Help organise students at the start and end of each exam.
- Provide the correct information and material for successful completion of the exam.
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ in their most recent edition of the "ICE" booklet "Instructions for Conducting Exams"
- Whilst not disrupting the candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc. (NB remember students must be escorted during toilet breaks.)
- If invigilators suspect malpractice is taking place they should refer the matter to the lead invigilator who should in turn refer the matter immediately to Exam Officer Please remember that unless the student has committed a clear breach of exam regulations (i.e.ringing mobile phone), then the student should not be removed from the exam hall until a member of the exams department arrives.

Invigilation Duties :

- To assist the Exams Officer in the smooth and efficient administration of examinations.
- One person will be nominated as lead invigilator for each session. It is their duty to ensure correct exam procedure is being followed and invigilators are supported/advised.
- At the start of an examination one invigilator should act as 'doorperson'.
- To assist in admitting the candidates to the examination room and enabling them to find their seats quietly and efficiently.
- To distribute question papers and other associated materials at the beginning of the examination.
- Attendance registers should be marked 30 minutes after the start of the examination. The lead invigilator or a member of the exams team will take responsibility for this.

- Starting and finishing times for examinations should be displayed on the boards.
- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency. If there is a disturbance to the exam, the lead invigilator should deal with the situation. However, another invigilator should take a note of the time the disturbance started and the time it finished so that a report can be submitted to the exam board. The Exams Officer should be contacted immediately.
- Students may not leave an examination during the first hour or last half hour of an examination. (unless escorted for exceptional reasons, always check with the lead invigilator).
- At the end of examinations make sure answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
- Exam scripts need to be collected in order, by candidate number, a member of the exams team will advise on collection procedures.
- To assist in clearing and tidying the examination room ready for the next session.
- To assist in checking that all items required for the next session are in place.
- In the event of any discrepancy or irregularity in the progress of an examination, a verbal report should be given to the Exams Officer immediately.
- As directed by the Examinations Officer, act as a Reader/Scribe/Prompt for students who qualify for access arrangements.

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at anytime. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

Person Specification

- Good general level of education
- Good communication skills – written and spoken
- Ability to relate well to children
- Competent level of writing
- Excellent timekeeping
- Ability to work independently
- Ability to co-operate with others
- Ability to use initiative

This position is subject to Level 1 Health and Safety Training