

Blessed Hugh Faringdon Catholic School

Job description

Post Held

Senior Exam Invigilator

Salary Grade of Post

Grade 4 (Casual Contract)

Reporting to

Examinations and Data Manager

Main Purpose of the Job

To lead the team of invigilators in conducting internal and external examinations for students, ensuring that all regulatory requirements and school policy and procedures for the conduct of examinations are strictly adhered to and met at all times.

Main Duties

- To support the Exams Officer in ensuring that the examination room meets exam board requirements by checking, prior to the arrival of the candidates, that:
 - there are enough invigilators present.
 - heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - no display materials that might be helpful to candidates are visible.
 - the centre number and a reliable clock of readable size are visible to each candidate.
 - the required JCQ posters are displayed outside the examination room.
 - the seating arrangements prevent candidates, intentionally or otherwise, from oversteering the work of others.
- To check each candidates' approved access arrangements, with the paperwork provided by the Examinations Officer, and to ensure that
 - all relevant approved Access Arrangements are available for each candidate.
 - the staff facilitating the arrangements follow JCQ regulations at all time.
- To liaise with the school Learning Support Department for advice regarding students' needs as appropriate ensuring no arrangements are given to any candidate that have not been previously approved.
- To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
- To ensure correct identification of all candidates.
- To take all reasonable steps to ensure that:
 - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - candidates have all the necessary material to enable them to complete the examination.
- To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- To issue the papers to candidates, following the instructions and seating plans provided.

- To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
- To know the actions to be taken in the event of an emergency such as fire alarm.
- At the end of the examination, to collect all scripts and ensure that candidates have used their correct centre number, candidate number and legal name and that no scripts are missing.
- After collation, prepare scripts for despatch, ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to Examiners.
- To collect all unused stationery in the examination room and return it to the Examinations Officer.
- To ensure that the room is left in a tidy condition.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the “Behaviour for Learning” programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with pupils and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher may reasonably direct.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/Assistant Headteacher in consultation with the postholder.

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.

This post is subject to Level 1 Health and Safety Training

Person Specification

- Good general level of education
- Understanding of UK Exams process desirable
- Experience as an Exams Invigilator
- 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