

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Exam Invigilator **Job Description**

Responsible to: Exams Officer

Salary Scale: Grade 5 (Point 7)

Working Time: Casual Agreement
Flexible hours; but expectation to work to a minimum of 3 days per week during peak summer season (middle of May until the end of June)

Job Purpose:

To ensure the smooth running of internal and external exams; giving candidates the best possible opportunity to be successful whilst complying with the guidelines set down by the Joint Council for Qualifications (JCQ).

Tasks:

- Ensure that exam is conducted within the guidelines set down by the JCQ
- Undertake training to become familiar with JCQ 'Instructions for Conducting Examinations'
- Undertake tasks to prepare the exam room which will include but not be limited to ensuring the room is laid out in line with regulations, exam papers and candidate cards are distributed, exams concessions are noted and the board shows all relevant information
- Keep Exam papers and materials secure at all times
- Help to organise students at the start and end of each exam. Ensure students enter the exam room under exam conditions. Identify, seat and instruct candidates on the conduct of their exams
- Provide the correct information and material for successful completion of the exam
- 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 the Examinations Officer
- If there is a disturbance to the exam, the lead invigilator will 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 office should also be contacted immediately
- It is important to be vigilant and keep disruption of candidates to a minimum, including when dealing with requests for additional paper, toilet breaks etc. - it is the invigilator's responsibility to escort students during toilet breaks
- At the end of the examination ensure that answer booklets are completed correctly
- Exam scripts and candidate cards need to be sorted into order

Information:

- Invigilators need to report 30 minutes before the start of each exam (e.g. 8:30 for 9:00 exam, 13:00 for 13:30 exam)
- Invigilators should be familiar with the document 'Instructions for Conducting Examinations'
- It should be noted that public examinations are subject to JCQ scrutiny, inspections are never announced and can happen at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that regulations are abide by
- Online apps/programs are used to assist the running of exams

General Duties

- Attend training for Invigilators as appropriate
- Contribute to the overall ethos/work/aims of the school/River Learning Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Follow the Trust's Health and Safety rules and procedures (eg. GDPR) and adhere to safeguarding principles
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.