

## Job Description

<b>Job Title:</b>	Exams Invigilator
<b>Grade:</b>	£12.90 per hour excluding holiday pay
<b>Hours / weeks:</b>	Flexibility will be required and you may be required to work all day – all by negotiation.
<b>Contract type:</b>	Casual
<b>Reports to:</b>	Senior Exams Invigilator / Data & Exams Officer

### Job purpose

- To assist the Senior Exams Invigilator and Data & Exams Officer in conducting examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Academy's instructions, playing an important role in upholding the integrity of the examination process.
- To contribute to the overall ethos, work and aims of the Academy.

### Main responsibilities

#### *Before exams*

- Read and be aware of the Rules detailed in the JCQ ICE (Instructions for Conducting Examinations) Booklet.
- To report to and be briefed by the Senior Exams Invigilator and Data & Exams Officer prior to each exam session.
- To assist in keeping exam papers and materials secure before, during and after exams.
- To ensure exam rooms are set out according to the instructions (this may have to be done the day before, depending on the size of the exam).
- To assist in admitting candidates into exam rooms.
- To help seat candidates in the exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries.
- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.
- To start examinations in accordance with JCQ procedures.

#### *During exams*

- To be extra vigilant throughout exams and keep disruption in exam rooms to a minimum.
- To refer to the Senior Exams Invigilator / Data & Exams Office / SLT concerning emergencies or irregularities.
- To record / report any disruption or irregularities to the Senior Exams Invigilator / Data & Exams Officer.
- To deal with candidate queries in conjunction with the Senior Exams Invigilator / Data & Exams Officer.
- To deal with emergencies – illnesses, fire alarms with the Senior Exams Invigilator / Data & Exams Office / SLT in attendance.

## After exams

- To collect exam scripts ensuring candidate information in front of the script is correct.
- To dismiss candidates from the exam room.
- To help check candidates' names on scripts match the details on the attendance register.
- At the end of examinations make sure front pages of answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.
- Assist the Senior Exams Invigilator / Data & Exams Officer with secure dispatch of finished exam scripts in accordance with JCQ regulations.

## Other duties

- To undertake, where required and where able, instruction and duties requested by the Senior Exams Invigilator / Data & Exams Officer, for example:
  - supervision of clash candidates between exam sessions;
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided);
  - exams-related administrative tasks.
- Undertake such duties at the discretion of the Academy's Business Manager as may reasonably be required due to the changing needs of the Academy.
- Participate in training and development activities and programmes as required.
- Attend and participate in support staff meetings and share skills with others
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.
- Comply with and report all concerns to an appropriate person, in respect of:
  - Child protection,
  - Health, safety, and security,
  - Confidentiality, and
  - Data protection.
- Ensure that the Academy's processes and procedures contribute to its commitment to Equal Opportunities for all.

## Example of a daily routine

- External and Mock Examinations mainly begin at 8:45am and 13:00pm.
- Some examinations may not finish until 12:00pm or 16:00pm and so flexibility is a requirement.
- Some students may need lunch time supervision if they have a clash of subjects and take a paper in a different session.

## Inspections

It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and inspectors can walk in at any time. 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.

## Health & safety

- To be familiar and comply with the Academy's Health & Safety Policy and procedures and apply those procedures relevant to the job such as manual handling, lone working procedures and responsibilities.
- Invigilators will be required to attend training sessions and 'safeguarding children' training from time to time.

## Equality

Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from the Line Manager.

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person specification

Attributes	Essential (or expected to train / qualify to that standard)
<b>General</b>	<ul style="list-style-type: none"> <li>● Polite and courteous</li> <li>● Excellent time management</li> <li>● Good timekeeping</li> </ul>
<b>Qualifications &amp; training</b>	<p>It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently. You will be expected to demonstrate at interview, and in the classroom, the ability to converse at ease, and at an appropriate level, in accurate English with pupils, staff and if required for the role, parents and visitors to the Academy.</p>
<b>Relevant experience</b>	<p>Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration / malpractice sanctions applied to them.</p>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>● Be flexible and able to work as part of a team</li> <li>● Be willing to take instruction from the Senior Exams Invigilator / Data &amp; Exams Officer</li> <li>● Be able to work in an organised and accurate manner</li> <li>● Detail-oriented</li> <li>● Have effective communication skills</li> <li>● Some computer knowledge would be useful for online exams, but training will be provided</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Strong people skills, fair minded and able to communicate well to a variety of audiences</li> <li>● Be a confident and reassuring presence to candidates in exam rooms</li> </ul>