

INVIGILATOR JOB DESCRIPTION

Reporting to	Special Educational Needs Coordinator	Hourly pay rate	£11.50 is payable (Plus holiday pay entitlement).
Hours of work	The main examination season is in May and June, however, there will be other examinations requiring invigilators at other times during the academic year, November, December, January, and March. Hours and days will vary according to need and normally within school hours.		

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures
- to read & scribe for candidates

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and will be always followed

An ideal candidate will:

- Have a good level of English
- be reliable, flexible, and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Great Marlow School's regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations

- Report to, and be briefed by, the SENDCo prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams

- Deal with candidate queries
- Start exams

During examinations

- Always supervise and observe candidates and be vigilant throughout examinations
- Keep disturbance in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents of disturbance, disruption, or irregularities
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the SEN office

Other tasks

- Undertake invigilation and safeguarding training (prior to invigilating any external examination in a new academic year). Undertake relevant invigilator and safeguarding training for that academic year.
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates (full training will be provided).
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.