

Exams Invigilator

Job Description

Post title	Exams Invigilator	
Reports to	Exams Officer	
Location of the post	The Marvell College	Grade 3

Main Purpose of the Post

To invigilate internal and external examinations to ensure the smooth running of examinations and to follow the JCQ guidelines and regulations for the integrity and security of examination papers and procedures. To provide support to students and the Exams Officer

Roles and Responsibilities

1. To promote and safeguard the welfare of students.
2. To ensure the conduct of the examination takes place within the guidelines set down by JCQ. Invigilators will be provided with a copy of the JCQ regulations and must read and understand the sections relating to invigilator responsibilities, as instructed by the Exams Officer.
3. To remain vigilant and alert to ensure students behaviour is appropriate and, in particular, prevent students from talking or communicating during the exam.
4. To distribute and collect exam papers in the correct order, you may be required to complete the attendance registers and assist in the completion process of the exam's delivery in accordance with instructions from the Exams Officer.
5. To assist in the setting up of exam venues in accordance with the JCQ regulations and instructions from the Exams Officer.
6. Ensure students enter and leave the exam venue in an orderly manner, and ensure clothing and bags not permitted are left in the designated area.
7. Enforce the prohibition of electronic equipment, e.g. iPod's, mobile phones, MP3/4 players or smartwatches in the exam venue, and the collection of any unauthorised materials or equipment, e.g. calculators if not permitted.
8. To maintain the security and confidentiality of the examination process. Assisting with the collection of and sorting of exam papers and completing the attendance registers.
9. On a rotational basis to act as the lead invigilator in exam venues.
10. The collection of any external/late candidates from the reception and escorting them to their relevant exam venue.

11. To report any concerns regarding the exam process and conduct of students or other adults in the exam venue to the Exams Officer.
12. To be aware of and support the needs of students including any special needs students under instruction from the Exams Officer.
13. To read and follow the Code of Conduct and Dress Code provided to exam invigilators.
14. To act as a Reader, Scribe or any other role necessary for learners with Access Arrangements, in line with JCQ Regulations and if required.
15. To attend invigilation training and refresher training as required to ensure all JCQ rules and updates are known, understood and adhered to during exams.
16. Any other duties that may be deemed essential for the smooth operation of the exam's procedure under the direction of the Exams Officer.

Responsibility

1. **Responsibility for Staff:** None
2. **Responsibility for Customers/Clients:** Invigilation of exams in line with JCQ regulations, ensure special needs arrangements are in place as instructed.
3. **Responsibility for Budgets:** None
4. **Responsibility for Physical Resources:** Setting up of room ensuring appropriate resources are used. Distribution and collection of exams papers. Completion of registration process

Decision Making

The reporting of concerns re student conduct/exams process to the Exams Officer.

Contact with children

This post involves contact with children in a school setting and has safeguarding responsibilities.

Contacts and Reason for the Contact:

1. **Within the School**

Exams Officer and other invigilators, pupils and other members of staff within school.

2. **Within the Trust**

None required

3. **With External Bodies to the Academy**

Exams board

Risks to health

Physical demands – medium due to physical demands

Working conditions – low risk of student related behaviour during exams

Emotional demands – n/a

HCA are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCA provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCA Policies and Procedures.

HCA requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCA requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Good standard of literacy	AF, I		
EXPERIENCE			Experience working with families and young people Experience working in a school Experience working in an exam setting	AF, I AF, I AF, I
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	AF, I, R	A knowledge of exam procedures / protocols A knowledge of school policies and procedures	
SKILLS	Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with students Ability to ensure all procedures are adhered to a very high standard Developed written and verbal communication skills	I, R I, R I, R I, R		

PERSONAL QUALITIES				
OTHER REQUIREMENTS				

*Key: AF=application form; I=interview; T=test; P=presentation; R=references