

Invigilator Job Description

Reporting to	Data & Exams Officer / SLT	Hourly pay rate	£8.50 (including holiday pay)
Hours of work	By negotiation during internal and external exam periods		

Experience

Experience is not essential, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

- Be flexible & reliable
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms

This post requires an application and satisfactory enhanced disclosure from the “Disclosure & Barring Service”, formerly known as “Criminal Records Bureau”.

Main Purpose

- To support in the conduct of examinations in accordance with the Joint Council for Qualifications (JCQ), adhering to all Birkdale High School procedures.
- To play a “key role in upholding the integrity of the external examination / assessment process” [JCQ ICE 6]
- To work with other invigilators as a team, ensuring best practice, to combine skills / knowledge to support the exams and each other
- To ensure the protection of candidates from discrimination and avoidable harm

Duties will include

- Reporting to the Data & Exams Officer prior to each exam session
- Keeping all exam papers and materials secure, before, during and after exams
- Ensuring that exam rooms are set out to standard
- Supervise candidates leaving and collecting their belongings in the secure storage, before and after exams
- Support candidates entry into exam rooms
- Instruct candidates in the conduct of their exams
- Distributing the correct exam papers and materials to candidates
- Supervising candidates at all times, remaining vigilant throughout exams
- Keeping disruption in the exam room to a minimum
- Dealing with emergencies or irregularities effectively
- Reporting any disruption or irregularities
- Completing attendance registers
- Dealing with candidate queries
- Collection & sorting of exam scripts
- Dismissing candidates from the exam room
- To “check that the names on the scripts match exactly the details on the attendance register” [JCQ ICE 6]
- Securely returning all exam scripts and exam materials to the Data & Exams Officer
- Attending training, refresher or review sessions as required

Where required and where able, you may be asked to perform other tasks as requested by the Data & Exams Officer, for example, exams-related administrative tasks, supervision of candidates between exam sessions, facilitating access arrangements for candidates (training will be provided).