

Wadham School – Job Description



Exam Invigilator

Contract: Casual

Weeks per Year: By arrangement/flexible

Pay scale: £13.42 per hour with holiday allowance (Grade 15 pt.4)

Responsible to: Examinations Officer

Main Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Wadham School regulations and instructions.
To have a key role in upholding the integrity and security of the external examination/assessment process.

Main Responsibilities and Duties

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
- Act as a reader and/or scribe for students with exam concessions

Before examinations

- Report to and be briefed by the exams officer 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
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- 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 Exams Officer

Other tasks

- Undertake relevant online invigilator training and assessment for that academic year (prior to invigilating any external examination in a new academic year)
- Undertake, where required and where able, other duties requested by the Exams Officer, for example: Provide supervision of examination candidates between examination sessions facilitating access arrangements where required
Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
Act as a reader and/or scribe (if necessary) for students with exam concessions

Personal Attributes

Essential:

- Ability to work flexibly
- Good verbal and written communication skills
- Excellent timekeeping and punctuality
- The ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities, understanding the principles of confidentiality
- Able to identify own training and develop needs and participate in on-going training
- Be reliable and dependable

Desirable:

- Previous experience of working with confidential data and paperwork and maintaining security of the information
- Experience of using a wide range of office equipment and ICT software and information systems

Experience

- Previous experience of working as an invigilator within a secondary education establishment or similar
- Ability to be confident when dealing with difficult situations and deal with emergencies

Skills and Abilities

- A commitment to equality and diversity and inclusion
- A commitment to safeguarding the welfare of our students and staff

Notes

This job description may be amended at any time in consultation with the postholder. 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.

Other Duties

Undertake training and professional development programmes provided by the school as necessary
While this gives an indication of the breadth and scope of the role, it is not an exhaustive list of tasks/responsibilities. Through discussion, duties/responsibilities may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.