



JOB DESCRIPTION

JOB DESCRIPTION:	Exams Invigilator
RESPONSIBLE TO:	Examination and Assessment Officer
JOB PURPOSE:	<p>The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust.</p>
LIAISING WITH:	Exams Officer, teachers, support staff and students
SALARY SCALE:	NJC point 3 – timesheet basis
DBS DISCLOSURE LEVEL	Enhanced
WORKING PATTERN	varied

Duties and Responsibilities

Main duties

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

Before exams

- **Report to and be briefed by the exams officer prior to each session**
- **Keep confidential exam question papers and materials secure before, during and after exams**
- **Ensure exam rooms are set up according to the requirements**
- **Admin candidates into exam rooms under formal exam conditions**
- **Identify candidates and seat candidates according to the required arrangements**
- **Distribute the correct question papers and exam materials to candidates**
- **Deal with candidate questions**

During exams

- **Supervise and observe candidates at all times and be vigilant throughout exams**
- **Keep disruption in exam 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 exams

- **Instruct candidates in finishing their exams and collect exam scripts and exam materials**
- **Dismiss candidates from the exam room**
- **Check candidates' names on scripts, match the details on the attendance register**
- **Securely return all exam scripts and exam material to the exams officer**

Other tasks

- **Undertake training, update and review sessions as required**
- **(prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year**
- **Undertake, where required and where able, other duties requested by the exams officer, for example**
 - o **Centre supervision of exam timetable clash candidates between exam sessions**
 - o **Facilitating access arrangements for candidates, for example as a reader, scribe etc (full training will be provided)**
 - o **Other exams-related administrative tasks including maintain question paper security by supporting the 'second pair of eyes check'**



Professional Conduct

To sign and uphold the Trust’s Code of Conduct and ensure confidentiality is maintained at all times. Maintaining a secure, healthy and risk free environment for students, staff and visitors

Safeguarding

Quest is committed to safeguarding and promoting the welfare of children and young people at all times. The post holder will be responsible for promoting and safeguarding the welfare of all children for whom they are responsible, or with whom they come into contact, in accordance with the trust’s Child Protection Policy.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

QUEST is committed to safeguarding and promoting the welfare of children and young people.

Clearance from the Disclosure and Barring Service is required prior to appointment.

Signed Post Holder

Name Post Holder

Date

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.

All applicants must be legally entitled to work in the UK.



PERSON SPECIFICATION

ESSENTIAL SKILLS/QUALIFICATIONS

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

- Knowledge and understanding of confidentiality and security requirements surrounding the invigilation process and ensure these are followed at all times
- Accuracy and attention to detail
- Ability to relate to academic staff and students
- Ability to work under pressure and to tight deadlines
- Awareness of the requirements of Health & Safety within the work environment
- Awareness of the requirements associated with operating within a customer service environment
- An understanding of examination processes and procedures
- Have basic IT skills (familiar with use of email, mobile phone messaging etc)

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

- Excellent oral/written communication and interpersonal skills
- Calm and professional
- Innovative with an abundance of common sense
- Be able to give instructions and manage situations involving different groups of people
- Ability to work under own supervision and as a team member
- Be confident and a reassuring presence to candidates in exams rooms
- Ability to work in accordance with the Trust Safeguarding and health & safety policies
- To show commitment to sustain excellent attendance at work
- Be reliable, flexible and readily available during main exam periods.
- Good timekeeping

Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

Experience of invigilation is no a requirement 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

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