

Job Description: Examination Invigilator
Location: West Craven High School
Report to: The Exams Officer
Hours of work: As and when required

Experience

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

Key Responsibilities

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Examination Officer's instructions.
2. To play a "key role in upholding the integrity of the external examination/assessment process" [JCQ [ICE](#) 6]

Before exams

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To "check that the names on the scripts match exactly the details on the attendance register" [JCQ [ICE](#) 6]
- To securely return all exam scripts and exam materials to the Exams Officer

**Other**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Exams Officer, for example:
 - Supervision of clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc (full training will be provided)
 - Exam related administrative tasks

Trust Responsibilities

1. Share the Trust's Vision, Mission, Values and Behaviors and communicate them effectively
2. Value diversity and promote equality
3. Adhere to Trust policies and procedures including Health and Safety
4. Be responsible for safeguarding and promoting the welfare of children and young people
5. Work flexibly
6. Any other duties that the Principal or Chief Executive consider appropriate

Please note all applicants will be required to complete a full disclosure and barring service check.



Person Specification: Examination Invigilator (West Craven High School)

Training, Experience and Knowledge

No previous experience required

Personal Skills and Attitudes

Be flexible	Essential
Have effective communication skills	Essential
Be confident and a reassuring presence to candidates in exam rooms	Essential
Ability to respect confidentiality	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Accuracy and attention to detail	Essential
Ability to work to deadlines and respect punctuality	Essential
Ability to work as part of a team	Essential