

# SIR ROGER MANWOOD'S SCHOOL - EXAMINATIONS INVIGILATOR

## JOB DESCRIPTION

<b>Salary</b>	£12.87
<b>Working Hours</b>	Varies but will be generally between 8.30am and 4.30pm Invigilators need to be available to work at least 4 days a week during the summer examination season in May and June

### JOB DESCRIPTION

#### Line of responsibility

The examination invigilator will be directly responsible to the Examinations Officer.

#### Examinations Invigilator

The Invigilator is responsible for:

- The invigilation of school and public examinations.
- The proper conduct of examination sessions in the presence of the candidates, maintaining security of the assessment process.
- Being vigilant and supervising candidates at all times to prevent cheating and distractions.
- Contributing to the overall ethos, work and aims of the school.

#### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher or Examinations Officer.

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

#### Job specification

##### Operational

- They shall establish and maintain good relationships with all students, and other professionals.
- They shall be aware of information issued by JCQ such as 'instructions for the conduct of examinations', 'checklist for invigilators', 'notice to candidates' and the 'warning to candidates'.
- They shall assist in the setting up of exam venues as per JCQ requirements.

- They shall assist in the evacuation of the examination room in the case of emergency as per school and JCQ policies and procedures.
- They shall report as required any incidents of unacceptable behaviour or issues of concern to the exams officer.
- They shall give their whole attention to the proper conduct of the examination as per JCQ and school requirements including the following points:
  - To take all reasonable steps to ensure that candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus for the subject being examined.
  - To warn candidates that any unauthorised materials must be handed in.
  - To ensure that only authorised persons are allowed access to the exam room.
  - To ensure that each candidate in the examination room can be observed by an invigilator at all times.
  - To ensure that no candidate leaves the room until at least one hour after the published starting time or a period equal to the duration of the examination, if less than one hour. SRMS policy is that no-one leaves the exam until the end of the exam.
  - To summon assistance as required and without disturbing candidates in order to deal with unexpected situations such as:
    - Candidates who need to leave the room temporarily (must be accompanied by a member of staff).
    - Candidates in need of medical attention.
    - Concern regarding unusual activity or materials.
  - To collect all scripts, question papers and unused stationery before candidates leave the examination room.
  - To ensure that staff do not remove question papers from the examination room until the end of the examination session.

### **Before exams**

- Prepare the exam room by laying out the candidates' name cards according to the seating plan provided by the Examinations Officer
- Report to and be briefed by the Examinations 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 exam conditions
- 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 if the examinations officer is not present to do so
- Deal with candidate questions
- Start exams if the examinations officer is not present to do so

### **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
- Supervise and assist candidates who used a word processor to print their scripts
- 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 materials to the exams officer
- Collect in the candidates' name cards and prepare them for the next day

#### **Other tasks**

- Undertake training, update and review sessions as required
- Undertake, where required and where able, other duties requested by the Examinations Officer, for example:
  - supervision between exam sessions of candidates an exam timetable clash
  - facilitating Access Arrangements for candidates, for example as a reader, scribe, etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes' check
  - scanning of pupils' scripts as necessary after internal school exams

#### **General**

- They shall attend relevant meetings and training sessions as required.

**Sir Roger Manwood's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**As per our Safer Recruitment Policy, references will be taken up before interview.**

## PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade 4 standard or equivalent in English and mathematics.</li> <li>• Experience of working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar establishment.</li> <li>• Experience of working in a busy environment.</li> </ul>
<p><b>Skills, abilities and experience</b></p> <ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to use basic IT software packages, equipment and other resources effectively.</li> <li>• Ability to absorb and understand a wide range of information.</li> </ul>	<p>Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation.</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Able to follow directions from the line manager.</li> <li>• Initiative and ability to work when under pressure.</li> </ul>	
<p><b>Child Protection</b></p> <ul style="list-style-type: none"> <li>• Commitment to the protection of children and young people</li> <li>• Willingness to follow the School's Safeguarding procedures</li> </ul>	