

NAME OF POST: Exam Invigilator

Grade: JE Grade B

Hours per annum: as required.

Line managed by: Exams Manager

Job Description

Key focus

To oversee and supervise examinations in a professional and unobtrusive manner. To ensure that guidelines and regulations for the integrity and security of the examination papers are met and that regulations procedures are followed during examination sessions.

Responsibilities of an examination invigilator

- To assist in the setting up of examination rooms in accordance with regulations. E.g Assist in carrying exam papers/equipment to all exam rooms.
- Ensuring correct identification of candidates.
- To ensure all candidates receive the correct level examination question and answer papers.
- To be aware of any needs that candidates may have during an examination including permitted resources, responding to this as quickly as possible.
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry.
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.
- To maintain security and confidentiality.
- To record attendance on the official examination registers.
- To ensure that late candidates are briefed, seated and allowed to commence the exam with minimum disruption.
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, watches, revision notes or other paperwork unless told otherwise.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- To ensure there is no talking or disruption for the candidates once an examination has begun.
- Lengthy period of standing are required for the role in most exam rooms.
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper.
- Supervising any candidates who may need to leave the room in accordance with exam regulations.
- To report any irregularities to the Exams Manager through completion of the Incident Report Form.
- To sign the centre’s confidentiality declaration.
- To attend training sessions as required.
- To undertake any other duties that may be assigned by the examinations team.
- To assist in other activities as may reasonably be requested by the centre from time to time.
- To be individually responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Name (Print)

Signature..... Date.....

PERSON SPECIFICATION

Exam Invigilator:

Attribute	Essential	Desirable	Method of Assessment
Management & Supervision of people	<ul style="list-style-type: none"> ◦ N/A 	<ul style="list-style-type: none"> ◦ N/A 	<ul style="list-style-type: none"> ◦ N/A
Experience	<ul style="list-style-type: none"> ◦ Experience of working in a pressurised environment managing multiple tasks with changing priorities. 	<ul style="list-style-type: none"> ◦ Able to supervise a group or have supervision experience ◦ Able to handle 1-1 situations. 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to handle sensitive and confidential information. ◦ Organisation skills with the ability to juggle multiple activities. 	<ul style="list-style-type: none"> ◦ Ability to run an event/session consisting of max 250 students 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Communication	<ul style="list-style-type: none"> ◦ Excellent communication skills required to communicate at all levels on behalf of the Head and other senior staff. 	<ul style="list-style-type: none"> ◦ Working knowledge of an educational setting. ◦ Able to communicate verbally to a large room. 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview

Personal Qualities	<ul style="list-style-type: none"> ◦ Ability to multi tasks and be flexible ◦ Excellent interpersonal skills ◦ High degree of emotional intelligence ◦ Ability to disseminate information and prioritise tasks ◦ Accuracy and attention to detail. ◦ Strong time management skills ◦ Able to follow procedures 	<ul style="list-style-type: none"> ◦ Able to diffuse situations and ability to make decisions. ◦ Able to prevent possible candidate malpractice ◦ Confident, unflappable and able to work on their own initiative as well as in a team. 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Strategic Thinking	◦ N/A	◦ N/A	◦ N/A

Education and Training	◦ Minimum Grade C GCE/GCSE in English Language and Mathematics	◦ Invigilator's training course	◦ Certificates
Professional Registration	◦ N/A		◦ N/A
Equal Opportunities	◦ Tiverton High School and its staff seek to eliminate discrimination, advance equality and foster good relations.		◦ Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary e.g walking and carrying papers/equipment. ◦ Ability to cope with long periods of standing. 		◦ OH1
Other relevant factors	◦ Commit and conform to THS Customer Service Standards.		