



CASUAL EXAM INVIGILATOR
JOB DESCRIPTION

Job Title	Casual Exam Invigilator
To whom accountable	Exams and Data Manager
Grade	Grade 2
Hours	Variable hours dependent upon exam timetable
Pay range	£10.80 per hour (including holiday pay)
Job Purpose	<p>To assist the Exams and Data Manager in the proper conduct of examination sessions to JCQ regulations, through effective and proper implementation of examination board invigilation duties.</p> <p><i>This description gives an indication of the main tasks, which will need to be performed.</i></p>
Role Profile	<ul style="list-style-type: none"> • Setting up the exam room in accordance with JCQ requirements. • To assist, if directed, in the collection of examination papers and exam stationery from the Exams Office before an examination. • To assist in admitting candidates to the room in an orderly fashion. • To maintain an orderly and quiet environment for the duration of the exam. • To assist in checking against seating plan that all candidates are present for the exam, and record and report any absences on the seating plan immediately • To issue verbally to pupils all necessary exam board instructions to candidates, including erratum notices. • To assist in ensuring all candidates have the correct module/tier question paper for which they have been entered, ensuring any queries are passed to the Exams Manager/Exams Assessment & Administration officer staff immediately. • To notify candidates of the start of the exam, recording the start and finish time(s) for candidates to see. To notify candidates of the end of the exam at the appropriate time. • Supervision of all candidates in a quiet and unobtrusive manner. • To assist in maintaining the integrity and security of the examination throughout its duration in accordance with examination board and school procedures. • To collect in examination scripts and question papers at the end of an examination, ensuring scripts remain confidential and secure. • To collate and account for all scripts against the Attendance Register and informing the Exams Manager immediately if any missing scripts. • Once all scripts are accounted for, to put the scripts into the addressed examination board envelopes, which, once sealed should be taken to the school reception for secure handover and posting. • To act as a reader or scribe to an individual candidate, if and when directed by the EM. • To assist, when directed, in the collating of results on results day(s). • To complete necessary exam administration as instructed by the EM. • To attend all training sessions as directed by EM. • Any other duties that are in accordance with the post as instructed by the Exams Manager.

EXAM INVIGILATOR **PERSON SPECIFICATION**

<p>Relevant Experience Essential</p>	<p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of working with young people (age 14-18) • Previous experience of invigilation • Knowledge of the education sector • Awareness of the examination system 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • References
<p>Education and Training Essential</p> <ul style="list-style-type: none"> • Willingness to attend all training sessions and post exam feedback sessions 	<p>Desirable</p> <ul style="list-style-type: none"> • Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview
<p>Knowledge, skills and abilities Essential</p> <ul style="list-style-type: none"> • Accuracy and attention to detail, vigilance • Excellent communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone • Ability to keep calm under pressure or during unexpected circumstances • Ability to maintain complete confidentiality • Ability to relate to candidate yet maintain an air of authority 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of public speaking/ addressing both small and large numbers of people 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • References
<p>Personal Qualities Essential</p> <ul style="list-style-type: none"> • Excellent availability, flexibility, reliability and punctuality • Criminal Records Bureau Enhanced Disclosure • Commitment to the welfare of the student population • Commitment to Equal Opportunity 		<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • DBS certificate (may be obtained post interview) • Interview • References