

Job title:	Examinations Invigilator
Grade/SCP	SCP 2 (Grade 3)
Reports to:	Examinations Manager

Main job purpose

This is a school-based role, primarily concerned with the conduct of public examinations in accordance with strict regulations.

The primary purpose of the Examinations Invigilator is to supervise candidates who are engaged in taking public examinations. Examinations Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Examinations Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Examinations Invigilators will have high expectations of all candidates and respect for their social, cultural, linguistic, religious and ethnic backgrounds, and medical/special educational needs.

Main responsibilities and duties

Examinations Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:

- To check that the arrangements of the examination room remain in compliance with the regulations
- To issue the regulatory notices to candidates at the start of the examination
- To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator’s possession
- To start, conduct and finish the examination in accordance with the regulations
- To complete the attendance register with due attention to the identification of candidates
- To supervise candidates with due vigilance during the working of the examination
- To respond to any questions from candidates about process and procedures
- To deal with any immediate problems or emergencies according to the examination centre or school’s policies or procedures and in accordance with the examination regulations
- To collect completed scripts after the examination has ended and return them to the designated place/person
- To report back as appropriate using the agreed referral procedures on any issues arising
- To assist with administration as requested
- Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

Supervision and management

- To work to a designated member of teaching or support staff according to the examination centre/school’s normal policy and practice in examination invigilation
- To supervise candidates in examination conditions in accordance with examination regulations and school policy and practice and with other invigilators
- To direct candidates in order to achieve compliance with examination regulations

Problem solving and creativity

Use of a variety of interpersonal skills and strategies to establish positive relationships with candidates.

Know and use the school's referral system as appropriate in the event of problems with an individual candidate, or group or other adult.

Flexibility in working hours will be required.

Key contacts and relationships

Treat candidates consistently, with respect and consideration, and be concerned for their welfare during the period of supervision.

Model and promote the positive values, attitudes and behaviour expected from the candidates whom they supervise.

Know when to seek help and advice.

Decision making

There will sometimes be a need to make immediate decisions in accordance with exam board regulations, without initial referral to a manager, in relation to the secure conduct of public examinations and the safety of candidates.

Working environment

- Use of ICT and Audio Visual equipment will be required in a number of examinations (training will be provided)
- May include supervision of individual candidates as well as groups of varying sizes
- Involves working with other examination invigilators and school staff
- Normal School Environment, post holders may be required to work throughout the site on more than one floor.
- Lifting of examination materials

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions

- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust Resources Team - updated by Cheri Draga
Date:	1 May 2024

Requirements	Essential	Desirable	Evidence
Qualifications	Good standard of general education. A minimum GCSE grade C/4 in English and mathematics (or equivalent qualifications)		Application Form
Knowledge & Experience	<ul style="list-style-type: none"> Ability to follow recognised procedures and policies and to work to predetermined instructions Ability to communicate with candidates and members of staff clearly and accurately Be familiar with a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN) Be familiar with the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications Be familiar with the examination centre/school's policy for the conduct of examinations and guidelines to invigilators 	<ul style="list-style-type: none"> Recent successful experience within an educational environment Experience working with young people Knowledge of child protection and health and safety procedures 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Have the ability to manage safely, the activities, the physical space and the resources for which s/he is responsible Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioural needs Effective communication skills Excellent attention to detail and observational skills Fluency in English for all student and public-facing roles. 		Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad

Requirements	Essential	Desirable	Evidence
Personal Qualities	<ul style="list-style-type: none"> ● Ability to remain positive and calm under pressure ● Be confident and a reassuring presence to candidates in the exam room ● Ability to be tactful, discreet and to understand confidentiality ● Flexibility and initiative ● Commitment to our pupils, their wellbeing and safety ● Ability to work as part of a team and to form positive professional relationships with colleagues 		Interview References
Safeguarding	Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy.	Good awareness of potential Safeguarding issues	Application Form Interview References