

Haileybury Turnford

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Exams Invigilator

Job Description

Job Title:	Exams Invigilator
Band and Point Range:	H2 Spine point 3
Responsible to:	Data and Exams Manager
Job Purpose:	<p>To ensure that examinations are conducted according to the regulations to:</p> <ul style="list-style-type: none">• ensure all candidates have an equal opportunity to demonstrate their abilities• ensure the security of the examination materials before, during and after the examination• prevent possible candidate malpractice• prevent possible administrative failures
General Requirements	<ul style="list-style-type: none">• Experience of invigilation is not required as training in the role and duties of an invigilator will be provided• Invigilators are required to:<ul style="list-style-type: none">○ declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them○ confirm their availability in advance of main examination periods, preferably with a minimum three sessions (AM or PM) availability in an average week• Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times <p>An ideal candidate will:</p> <ul style="list-style-type: none">○ be reliable, flexible and readily available during main examination periods○ have effective communication skills and good interpersonal skills○ work well as part of a team○ be confident and a reassuring presence to candidates in examination rooms○ be able to give instructions and manage situations involving different groups of people○ have basic IT skills (familiar with use of email, mobile phone messaging etc.)○ seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
Main Duties:	<ul style="list-style-type: none">• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Haileybury Turnford regulations, instructions and policies.• To have a key role in upholding the integrity and security of the external examination/assessment process.• Before examinations

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| | <ul style="list-style-type: none">○ Report to and be briefed by the exams officer/administrator 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 examination conditions○ Give full attention to conducting the examinations properly○ 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○ Deal with candidate questions○ Start exams● <u>During examinations</u><ul style="list-style-type: none">○ Supervise and observe candidates at all times and be vigilant throughout examinations○ Keep disruption in examination 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● <u>After examinations</u><ul style="list-style-type: none">○ Instruct candidates in finishing their examinations and collect examination scripts and materials○ Dismiss candidates from the examination room○ Check candidates' names on scripts, match the details on the attendance register○ Securely return all examination scripts and materials to the exams officer/administrator● <u>Other tasks</u><ul style="list-style-type: none">○ Undertake invigilator training, update and review sessions as required○ Undertake relevant online invigilator training and assessment for that academic year○ Complete Haileybury Turnford staff training where required for the role○ Be knowledgeable of and follow where necessary the protocols of the emergency evacuation procedure and the stay in place procedure○ Undertake, where required and where able, other duties requested by the exams officer/administrator |
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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.