

# Job Title: Casual Examination Invigilator

## Job Description

The primary roles of an invigilator are twofold; to ensure that examinations are conducted according to the regulations and to ensure that all candidates have the opportunity to perform in the examination to the best of their ability.

<b>Purpose:</b>	To assist the Examinations Officer & Chief Invigilator in the smooth running of all examinations
<b>Accountable to:</b>	Examinations Officer
<b>Responsible for:</b>	Supervising students before, during and after examinations
<b>Working with:</b>	Examinations Officer, Chief Invigilator, other invigilators, Heads of department, other staff as appropriate
<b>Working time:</b>	During exam periods – Mainly the May/June period but at other times as they occur throughout the school year. Morning exams start at 9am and afternoon exams usually start at 1.40pm – invigilators are expected to be on duty up to 30 minutes before each exam.
<b>Pay scale</b>	£7.50 (£8.405 per hour including holiday entitlement)
<b>Disclosure level</b>	Enhanced
<b>Qualifications and personal skills</b>	<ul style="list-style-type: none"><li>• No formal qualifications or experience necessary; training will be given.</li><li>• Vigilance, calmness and firmness are more important than formal qualifications</li><li>• You will work as part of a team so need to be adaptable within the working environment</li></ul>

## Key Tasks

### Organisation & Administration

- to issue papers and necessary equipment to students
- to maintain a discrete but effective and vigilant presence during the examination enabling students to perform to the best of their ability
- to support students who may need to take rest breaks during the exam
- to invigilate small groups where some students may have readers or scribes
- to support students as a reader or scribe
- to support the examination officer/chief invigilator in checking papers before despatch
- to ensure the exam hall is cleared of all materials relating to the finished paper and then help set up for the next exam

### Professional Development

- to attend training meetings before examination periods and as necessary for refreshers
- to attend de-briefing sessions at the end of each exam period to maintain good practice

### General

- to be aware of and comply with policies relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Also to be aware of and support difference and ensure equal opportunities for all

This job description maybe reviewed from time to time. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task will not necessarily be identified and a full explanation will be given at the New Invigilators training session.