

Job Description

Job Title	Examinations Invigilator
Responsible to	Data Manager & Examinations Officer
Hourly pay	£9.36
Hours of work	By negotiation during the school examinations periods. Main period of external examinations take place in May and June.

1. EXPERIENCE

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- be punctual for duty
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

2. MAIN DUTIES

- 2.1 To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Sheringham High School instructions.
- 2.2 To play a key role in upholding the integrity of the examination/assessment process.
- 2.3 Adhere to the school's policies and procedures.

3. BEFORE EXAMS

- 3.1 To report to and be briefed by the exams officer prior to each exam session;
- 3.2 To keep confidential exam papers and materials secure before, during and after exams;
- 3.3 To ensure exam rooms are set out according to the instructions;
- 3.4 To admit candidates into exam rooms;
- 3.5 To identify, seat and instruct candidates in the conduct of their exams;
- 3.6 To distribute the correct exam papers and materials to candidates;
- 3.8 To deal with candidate queries;
- 3.8 To distribute additional equipment as required.

4. DURING EXAMS

- 4.1 To supervise and observe candidates at all times and be vigilant throughout exams;
- 4.2 To keep disruption in exam rooms to a minimum;
- 4.3 To deal with emergencies or irregularities effectively;
- 4.4 To record/report any incidents, disruption or irregularities;
- 4.5 To deal with candidate questions according to the regulations.

5. AFTER EXAMS

- 5.1 To instruct candidates in finishing their exams and to collect exam scripts;
- 5.2 To dismiss candidates from the exam room;
- 5.3 To check candidates' names on scripts match the details on the attendance register;
- 5.4 To securely return all exam scripts and exam materials to the exams officer.

6. OTHER

- 6.1 To attend training, update or review sessions as required;
- 6.2 To undertake, where required and where able, other duties requested by the exams officer, for example:-
 - supervision of clash candidates between exam sessions;
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided);
 - other exams-related administrative tasks.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title