

Job Description – Exams Invigilator

QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and a Secondary School with UTC provision. All staff are expected to support the Trust’s ethos and our ‘Spirit of Purpose’.

JOB DESCRIPTION:	Exams Invigilator
RESPONSIBLE TO:	Director of Academy Excellence/Principal/SLT/Teachers/Examination and Assessment Officer
JOB PURPOSE:	The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations. As an employee within QUEST, staff may be required to work at any school within the Trust.
LIAISING WITH:	Director of Academy Excellence and Principals, Senior Leadership Teams, teachers, support staff and students
SALARY SCALE:	QUEST Grade B point 3 (£9.62 per hours) – timesheet basis
HOURS OF WORK	By negotiation and agreement during exam periods – usually during November, January, March, May and June. A morning session would commence at approx. 8.15am and may last 3 hours, an afternoon session would begin at approx.12.15pm and again could last 3 hours.
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Actively support the Trust’s policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and University Collegiate School regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admin candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Deal with candidate questions

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam 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

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam material to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
 - Centre supervision of exam timetable 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 including maintain question paper security by supporting the 'second pair of eyes check'

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Uphold the Trust's digital strategy

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Unlocking Potential

Person Specification – Exams Invigilator

ESSENTIAL SKILLS/QUALIFICATIONS

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

Knowledge and understanding of confidentiality and security requirements surrounding the invigilation process and ensure these are followed at all times

Accuracy and attention to detail

Ability to relate to academic staff and students

Ability to work under pressure and to tight deadlines

Awareness of the requirements of Health & Safety within the work environment

Awareness of the requirements associated with operating within a customer service environment

An understanding of examination processes and procedures

Have basic IT skills (familiar with use of email, mobile phone messaging etc)

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Excellent oral/written communication and interpersonal skills

Calm and professional

Innovative with an abundance of common sense

Be able to give instructions and manage situations involving different groups of people

Ability to work under own supervision and as a team member

Be confident and a reassuring presence to candidates in exams rooms

Ability to work in accordance with the Trust Safeguarding and health & safety policies

To show commitment to sustain excellent attendance at work

Be reliable, flexible and readily available during main exam periods.

Good timekeeping

Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

Experience of invigilation is no a requirement as training in the role and duties of an invigilator will be provided.

Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them

Learning, Innovation, Opportunity