

All Saints Catholic College



JOB DESCRIPTION EXAMINATIONS INVIGILATOR

Role	Invigilator		
Reporting to	Examinations Officer/Business Manager/Deputy Headteacher responsible for Exams	Hourly pay rate	TBC
Hours of work	By negotiation and agreement during mock and main exam periods in centre when external invigilators may be required.		

General requirements

- Experience of invigilation is not required 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.
- Invigilators are required to confirm their availability in advance of main exam periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

Main duties

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

Before exams

- To report to and be briefed by the exams officer prior to each exam session.
- To keep confidential exam question papers and materials secure before, during and after exams.
- To ensure that exam rooms are set up according to school requirements.
- To admit candidates into exam rooms under formal exam conditions, alongside the Senior Leadership Team.

- To identify candidates and seat candidates according to the required arrangements.
- To distribute the correct question papers and exam materials to candidates.
- To instruct candidates in the conduct of their exams alongside the Senior Leadership Team.
- To deal with candidate questions.
- To start exams.

During exams

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

After exams

- To instruct candidates when finishing their exams and collect exam scripts and exam materials.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts and match these details on the attendance register alongside the Exams Officer.
- To securely return all exam scripts and exam materials to the exams officer.

Other tasks

- To undertake training, update and review sessions as required.
- Prior to invigilating any exam in a new academic year, to undertake relevant online invigilator training and assessment for that academic year.
- To undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable clashes for candidates between exam sessions.
 - facilitating access arrangements for candidates - for example, as a reader, scribe etc. Full training for such tasks will be provided.
 - other exams-related administrative tasks, including maintaining question paper security by supporting the 'second pair of eyes' check.

Person Specification

Successful candidates must:

- be reliable, flexible and readily available during the main exam 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 exam rooms.
- be able to give instructions and manage situations involving different groups of people.
- have basic IT skills (that is, to be familiar with the use of email, mobile phone messaging, etc.)