

# The Roseland Multi-Academy Trust

## JOB DESCRIPTION

<b>Job Title:</b>	Exam Invigilator
<b>Employment:</b>	Casual / £12.76 per hour
<b>Responsible to:</b>	Chief Executive Officer / Headteacher / Leadership Team / Data & Exams Manager / Chair of the Trust Board
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Chief Executive Officer, Headteacher, Leadership Team, Data & Exams Manager, SENDCo, teaching and support staff, students, Trustees, Governors, Trust partners, other schools and colleges, suppliers of services, exam boards, parents/carers, visitors to the school.

### 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.

### An ideal candidate will:

- Be reliable, flexible and readily available during 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 (familiar with use of email etc).

### Main Duties:

- Under direction of the Data & Exams Manager, conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Centre's regulations and instructions.
- 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 Data & Exams Officer 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 exam conditions.
- 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 in line with regulations.
- Start exams.

**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 according to instructions provided.
- Check candidates' names on scripts, match the details on the attendance register.
- Securely return all exam scripts and exam materials to the Data & Exams Officer.

**Other Tasks:**

- Undertake training, update and review sessions as required, including regular safeguarding training.
- Prior to invigilating any exam in a new academic year, undertake relevant training under the direction of the Data & Exams Manager.
- Undertake, where required and where able, other duties requested by the Data & 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 maintaining question paper security by supporting the 'second pair of eyes check'.

**General:**

1. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding, health and safety, equality and diversity and data protection.
2. Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
3. Be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the post as required.

**Person Specification / Desirable Personal Qualities:**

- Good organisational skills.
- Good communication skills.
- Professional, tactful and sensitive.
- Discreet and confidential.
- Ability to work on own initiative and as part of a team.
- Displays an awareness and understanding of, and a commitment to, the protection and safeguarding of children and young people.

The Roseland Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes in contact with children, their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means they should consider, at all times, what is in the best interests of the child.