

MULBERRY SCHOOLS TRUST
MULBERRY ACADEMY SHOREDITCH

JOB DESCRIPTION		
Post Title: Examination Invigilator	Grade:	£10.55 per hour
Department Exams	Date	December 2019
Responsible to:	Examinations Manager/Officer	
Responsible for:	N/A	

Key focus

To supervise students taking examinations and to ensure the examination is conducted according to JCQ's "Instructions for Conducting Examinations", in order to:

- uphold the integrity of the examination process;
- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Responsibilities

- To understand and implement the relevant sections of JCQ's "Instructions for Conducting Examinations"
- To participate in training and updates provided by the Centre
- To assist in the setting up of examination rooms, including clock, notices, labels, equipment, answer booklets and question papers
- To take responsibility for the supervision of candidates from the moment they walk into the examination room and to ensure candidates obey the regulations of an exam room at all times
- To ensure candidates sit according to the seating plan and take to their desks only those articles, instruments or materials which are expressly permitted

- To provide candidates with all the necessary material to enable them to complete the examination and to ensure that only official examination stationery is issued
- To open the packet(s) of examination papers and issue the papers to candidates
- To give clear instructions to candidates about the conduct of the examination and to ensure that they are aware of the pre-exam start information and any erratum notice that may affect them
- To supervise the candidates throughout the time the examination is in progress and give complete attention to this duty
- To be aware of any needs that candidates may have during an exam
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To uphold the expectation that only staff who are scheduled to be in the exam hall by the Examinations Manager/Officer are present at any time during the exam;
- To maintain security and confidentiality at all times and to report any suspicion of malpractice to the Head of Centre
- To record attendance on the official examination registers and to keep a signed record of seating and invigilation arrangements
- To follow the guidance of the Examinations Manager/ Officer on what to do if a student wishes to leave the examination room during the examination
- To know, and follow if necessary, the actions to be taken in the event of an emergency such as a fire alarm or evacuation
- To collect answer scripts in candidate number order and ensure that candidates have filled in correct details: e.g. Centre and candidate numbers
- To supervise the scripts as required until they are delivered to the Examinations Manager/Officer
- To assist in clearing the exam hall and returning stationery and equipment to the exams office
- To contribute to the evaluation of the exams service in the school
- To carry out any other duties commensurate with the post as requested by the Examinations Manager/Officer

This job description is correct as of December 2018 but may be revised in line with the school's and JCQ's requirements.

EQUALITIES STATEMENT

Adhere to the Academy's Equalities Policies and ensure anti-discriminatory practice at all times.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the Principal.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Academy and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Executive Principal

This Job Description is not prescriptive in that the needs of the Academy may change and this could necessitate revision in the future and amendment at any time, after consultation.

Person Specification for the Post of Examinations Invigilator

<p>You must be able to demonstrate:</p>	<ol style="list-style-type: none"> 1. Punctuality and reliability 2. High expectations of all students regarding achievement and behaviour 3. The ability to take on responsibility 4. Good interpersonal skills, with a calm and organised attitude 5. The ability to act on own initiative 6. The capacity to work as part of a team 7. A meticulous approach, with an eye for detail 8. The ability to be constantly vigilant when examinations are in progress 9. A competent level of written and spoken English 10. Commitment to the safeguarding of students
<p>Benefits</p>	<ul style="list-style-type: none"> • Free breakfast • Free gym on site • Employee Assistance Programme • Cycle to Work Scheme