

Exam Invigilator

Job Description

Hours and Salary: The day will have two available sessions:

- Morning session is from 8.30am to 12.30pm with a short break, paid at £52 (£13 per hour including holiday pay)
- Afternoon session is from 1.00pm to 5.00pm with a short break, paid at £52 (£13 per hour including holiday pay)
- Therefore a Full day is from 8.30 am to 5.00pm with a morning break, lunch break and afternoon break. The full day will be paid at £104 (£13 per hour including holiday pay)
- Free lunch is available to all invigilators working during the day and free parking is available.

Line Managed by: Examinations Officer

Day to day leadership from: Lead Examination Invigilator

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
- ▶ have effective communication skills
- ▶ be confident and a reassuring presence to candidates in exam rooms

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Haberdashers' Aske's School for Girls instructions
2. To play a key role in upholding the integrity of the examination/assessment process

Before exams

- ▶ To report to and be briefed by the exams officer prior to each exam session
- ▶ To familiarise yourself with the needs of any Access candidates
- ▶ To keep confidential exam papers and materials secure before, during and after exams
- ▶ To ensure exam rooms are set out according to the instructions
- ▶ To admit candidates into exam rooms
- ▶ To instruct candidates in the conduct of their exams
- ▶ To distribute the correct exam papers and materials to candidates
- ▶ To deal with candidate queries
- ▶ 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
- ▶ To deal with the needs of Access candidates according to the regulations

After exams

- ▶ To instruct candidates in finishing their exams and to collect exam scripts and exam materials
- ▶ To dismiss candidates from the exam room
- ▶ To collate completed scripts
- ▶ To securely return all exam scripts and exam materials to the exams officer

Other

- ▶ To attend training, update or review sessions as required
- ▶ To undertake, where required and where able, other duties requested by the exams officer, for example
 - 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