

# Job description

<b>Job title:</b>	<b>Examination Invigilator</b>
<b>Job ref:</b>	<b>XS 9.8</b>
<b>School:</b>	
<b>Grade:</b>	<b>Dorset Grade 3</b>
<b>Reports to:</b>	<b>Head of Centre / Examination Administrator</b>

## Main job purpose

This is likely to be a school-based role, primarily concerned with the conduct of public examinations in accordance with strict regulations

The primary purpose of the Examination Invigilator is to supervise candidates who are engaged in taking public examinations. Examination Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Examination Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Examination Invigilators will have high expectations of all candidates and respect for their social, cultural, linguistic, religious and ethnic backgrounds

## Main responsibilities and duties

Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:

1. To check that the arrangements of the examination room remain in compliance with the regulations
2. To issue the regulatory notices to candidates at the start of the examination
3. To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession
4. To start, conduct and finish the examination in accordance with the regulations
5. To complete the attendance register with due attention to the identification of candidates
6. To supervise candidates with due vigilance during the working of the examination
7. To respond to any questions from candidates about process and procedures
8. To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations
9. To collect completed scripts after the examination has ended and return them to the designated place/person
10. To report back as appropriate using the agreed referral procedures on any issues arising
11. To assist with administration as requested
12. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

Essential:

1. Be familiar with a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)



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2. Be familiar with the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
3. Be familiar with the examination centre/school's policy for the conduct of examination's and guidelines to invigilators
4. Have the necessary skills to manage safely, the activities, the physical space and the resources for which s/he is responsible
5. Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioural needs

Desirable:

1. Recent successful experience within an educational or supervisory environment
2. Flexibility and initiative

## Supervision & management

1. To work to a designated member of teaching or support staff according to the examination centre/school's normal policy and practice in examination invigilation
2. To supervise candidates in examination conditions in accordance with examination regulations and school policy and practice and with other invigilators
3. To direct candidates in order to achieve compliance with examination regulations
4. A senior invigilator may be required to supervise the work of other adults normally present in the examination room

## Problem Solving and creativity

1. Use of a variety of interpersonal skills and strategies to establish positive relationships with candidates.
2. Know and use the school's referral system as appropriate in the event of problems with an individual candidate, or group or other adult.
3. Flexibility in working hours will be required

## Key contacts & relationships

1. Treat candidates consistently, with respect and consideration, and be concerned for their welfare during the period of supervision.
2. Model and promote the positive values, attitudes and behaviour expected from the candidates whom they supervise.
3. Know when to seek help and advice.

## Decision making

There will sometimes be a need to make immediate decisions in accordance with exam board regulations, without initial referral to a manager, in relation to the secure conduct of public examinations and the safety of candidates

## Resources

Exam papers, stationery, writing equipment

ICT and AVA equipment



## Working environment

1. Size, phase and type of school/examination centre will vary
2. Includes supervision of individual candidates as well as groups of varying sizes
3. Involves working with other examination invigilators and school staff
4. Normal school environment
5. Occasional use of ICT and AVA equipment
6. Lifting of examination materials
7. Some school sites are extensive and postholders may be required to work throughout the site on more than one floor.
8. In special schools meeting the needs of pupils may be more demanding both physically and emotionally
9. Examination rooms which may include specialist areas
10. Occasional requirement to work outside the normal school day
11. Within a Special School environment staff may be required to deal with extremes of behaviour and /or a range of needs which may be physically and /or emotionally demanding

<b>Approval</b>			
Prepared by	Chris Matthews	Date	16 December 2004
Designation	Pay and Reward Manager		

