



## Job Description

Post Holder:	Vacancy
Job Title:	Examinations Invigilator
Appointment:	Casual
Grade:	Scale 2, point 10 plus holiday allowance
Hours of Work:	By negotiation during main exam periods in January, May, June and November.
Responsible To:	Examinations Officer
Place of Work:	St Benedict's Catholic School

### Mission Statement

*'To work in partnership with parents, the Church and society in order to be a community in which young people are well educated and prepared to be effective Christians in the modern world.'*

### Purpose and Scope

The postholder will be responsible to the Examinations Officer in the provision of support immediately before, during and immediately after examinations which take place in a designated examination room through the duties detailed below.

### 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 St Benedict's Catholic School 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 keep confidential exam papers and materials secure before, during and after exams
- ▶ To ensure exam rooms are set out according to the instructions



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- ▶ To admit candidates into exam rooms
- ▶ To identify, seat, and 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

### 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 check candidates' names on scripts, match the details on the attendance register
- ▶ 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

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The postholder may also be required to work at other locations as and when the need arises, e.g. schools within the Catholic pyramid.

The duties of this post will vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to enable the postholder to undertake this new or varied work.

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