

JOB DESCRIPTION

Job title: Exams Invigilator

Salary

NJC point 3 with holiday pay

Line of Responsibility

The Invigilator is directly responsible to the Examinations Officer.

Job Content

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Cambourne Village College instructions.
- To play a key role in upholding the integrity of the examination/assessment process
- To assist school staff with the administration and smooth running of examinations

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates and ensure that the examination is conducted according to instructions in order to:

- 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

As an invigilator at Cambourne Village College, you may be required to assist with the following:

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Be fully aware of the regulations according to the JCQ 'Instructions for Conducting Exams' booklet (provided)
- Keep confidential exam papers and materials secure before, during and after exams
- Ensure exam rooms are set out according to the instructions and that lighting, heating and ventilation are suitable
- Ensure that the clock and boards are visible and that signs are displayed
- Lay out candidate cards and ensure seating plan is correct and signed by all invigilators
- Line candidates up and admit them into exam rooms
- Seat and instruct candidates in the conduct of their exams
- Distribute the correct exam papers and materials to candidates
- Deal with candidate queries
- Collect in any unauthorised materials (e.g. mobile phones)
- Be aware of Emergency procedures in the event of a fire alarm.

During exams

- Start and finish exam and give appropriate instructions (if needed)
- Record start and finishing times of exams.
- Completing the attendance register and informing the Exam officer of any absentees.
- Contact the Exams Officer if candidates raise a concern or problem with the paper.
- 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, or refer to Exams Officer
- Record/report any incidents, disruption or irregularities
- Deal with candidate questions according to the regulations
- Supervise candidates who may need to leave the room in accordance with exam regulations
- Refrain from talking to each other, unless absolutely necessary and make sure that invigilators are spread out across the room and occasionally walk up and down the aisles.

After exams

- Instruct candidates in finishing their exams and to collect exam scripts in correct order
- Dismiss candidates from the exam room
- Check candidates' names on scripts match the details on the attendance register
- Ensure scripts are never left unattended
- Securely return all exam scripts and exam materials to the exams officer
- Check that nothing has been left on desks and the exam room is left in a tidy condition.

Other

- To attend training, update or review sessions as required
- Oversee exams in separate rooms for pupils who are on the SEN register and have Access Arrangements and/or Special Consideration.
- To undertake, where required and where able, other duties requested by the exams officer, for example:
 - Supervision of clash candidates between exam sessions
 - Facilitating access arrangements for candidates, for example acting as a reader, scribe etc. (full training will be provided)
 - Any other exams-related administrative tasks
- Perform all of the above duties in accordance with College policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.

Conditions of Employment

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.



This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.