

WESTCOUNTRY SCHOOLS TRUST

SIR JAMES SMITH'S SCHOOL

CASUAL EXAM INVIGILATOR

JOB DESCRIPTION

Job Title: Casual Exam Invigilator
Grade: B, Point 3 (£12.26 per hour + holiday pay)
Hours: Casual, during Examination Sessions throughout the year – hours to be claimed as and when worked
Commencing: Determined by exam timetable

Responsible to: Headteacher/Examinations Manager

Direct Supervisory Responsibility for: None

Indirect Supervisory Responsibility for: None

Important Functional Relationships: Students, Headteacher, Teaching Staff, Support Staff

Main Purpose of Job:

The post holder will assist the examinations team in the correct running and supervision of examinations including assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports and collation of examination documentation.

Main Duties and Responsibilities:

1. To assist in the preparation of the examination room ensuring that it meets the JCQ requirements.
2. To ensure no inappropriate items are brought into the examination room e.g. ipods, notes, unless told otherwise.
3. To manage candidates' assembly in the examinations' room/hall in an orderly manner ensuring pupils are seated appropriately.
4. To fully brief pupils to ensure that they are made fully aware of exam conditions before the exam commences.
5. To ensure the correct identification and registration of candidates and to carry out checks on the identity of candidates on their arrival if necessary.
6. To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
7. To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.

8. To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
9. To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.
10. To contact a named teacher/examinations manager in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
11. To supervise candidates in a quiet and unobtrusive manner.
12. To provide one to one support for students entitled to help during examinations, as a reader, scribe or prompt.
13. To notify a named teacher/examinations manager of any disruptions that may occur.
14. To ensure that examination is carried out strictly in accordance with the guidelines set out by the Joint Council for Qualifications (JCQ).
15. To supervise any candidates who may need to leave the room in accordance with the exam regulations.
16. To ensure that exam conditions are maintained until candidates are dismissed.
17. To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the exams officer/person responsible for examinations.
18. To ensure that the room and desks are clear and in good order.
19. To undertake training relating to the job as required.
20. To undertake other related duties appropriate to the grading of the job as required.
21. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, and national legislation (including Health and Safety, Data Protection) and to keep up with any changes.
22. To maintain confidentiality of information acquired in the course of undertaking duties for the school.

Signed: _____

Headteacher

Date: _____

Signed: _____

Staff Member

Date: _____

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PERSON SPECIFICATION

Job Title: Casual Exam Invigilator

Attributes	Essential	Desirable	How Identified
Relevant Experience	Experience in basic administration	Previous experience in invigilating or supervising examinations Experience of working with young people	Application form
Education and Training	Attainment of GCSE qualifications or equivalent (level 2 standard of education)	Awareness of data protection issues High level of security/confidentiality awareness	Application form Interview
Special Knowledge and Skills	Good communication skills		Application form Interview
Any additional factors	Meticulous approach to work Good attention to detail Flexibility in approach to work & availability Ability to remain calm under pressure or during unexpected circumstances Ability to work as part of a team Reliable and punctual Ability to work to predetermined instructions Friendly and professional manner		Application form Interview