

JOHN WILLMOTT SCHOOL

Job Title: Examination Invigilators
Salary: £8.31 per hour
Post: This is a variable hours post. Hours worked will be on a demand basis, predominantly during peak exam seasons.

JOB PURPOSE

- To be responsible for the conduct of a particular examination session.

MAIN DUTIES / RESPONSIBILITIES

- To ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams. The examination has started once the candidates enter the exam room and silence must be maintained.
- To help organise students at the start and end of each exam.
- To provide the correct information and material for successful completion of the exam, including setting out equipment and examination materials.
- To ensure that the conduct of the exam takes place within the guidelines set down by JCQ. The document 'Instructions for the Conduct of Examinations' produced by the Joint Council for General Qualifications will be available.
- Whilst not disrupting the candidates it is important to be vigilant, particularly regarding requests for additional paper, toilet breaks etc – if invigilators suspect that any malpractice is taking place they should refer the matter to the Lead Invigilator.
- Ensure the following rules and conditions as laid down by the examinations boards are followed:
 - Once the examination has started silence must be maintained.
 - Invigilators must not do any other work whilst in the examination area, they must supervise the candidates at all times and be vigilant, moving around the room as quietly as possible.
 - No talking by invigilators during the examinations.
 - Appropriate dress/shoe codes should be taken into account by invigilators, in order that candidates are not distracted.
 - Please do not allow any candidates to leave before all if the scripts for the relevant examination have been collected.
 - All candidates must be escorted for comfort breaks, and only at the discretion of the Lead Invigilator.
 - Be aware of evacuation procedures. If there is a problem always refer to the Exams Officer/Lead Invigilator.
 - The general rule is that if students are disturbing the conduct of the exam and other students, then action must be taken.

SUPERVISION RECEIVED

Supervising Officer: Examinations Officer

Level of supervision: Left to work within established guidelines subject to scrutiny by supervisor.

Liaison with: 1) Examinations Officer/Lead Invigilator
2) Principal Officer

POST OF EXAMINATION INVIGILATOR

PERSON SPECIFICATION

A

	ESSENTIAL
<i>Qualifications and training</i>	<ul style="list-style-type: none">• Training will be provided
<i>Knowledge and experience</i>	<ul style="list-style-type: none">• Experience of computerised administration systems preferred
<i>Skills and abilities</i>	<ul style="list-style-type: none">• Able to work to deadlines• IT skills, including spreadsheets and data input• Good communication skills• An ability to fulfil all spoken aspects of the role with confidence in English
<i>Aptitudes, physical demands</i>	<ul style="list-style-type: none">• Flexibility over working hours• Able to meet physical demands, including periods of 2-3 hours standing and walking around examination room• Ability to carry stationery boxes, examination papers and related items which may be heavy• All staff are expected to be committed to the school's equal opportunities policy

B Disqualifying Experience

Criminal convictions involving offences against children

C Conditions of employment

This will be an hourly paid post, according to demand (GR2).