



Job Title: Examination Invigilator

Hours of work: Casual

Salary: £11.59 plus holiday pay

Reporting to: Examinations Officer

Job Purpose:

The post holder will assist the examinations team in the correct running and supervision of examinations including when necessary, assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports and collation of examination documentation. Candidates should be available during the mocks and main exam dates, essentially November, March, May and June.

Main Duties and Responsibilities:

- To assist in the preparation of the examination room ensuring that it meets the JCQ requirements
- To manage candidates' assembly in the examinations' room/hall in an orderly manner ensuring pupils are seated appropriately
- To fully brief pupils to ensure that they are made fully aware of exam conditions before the exam commences
- To ensure the correct identification and registration of candidates
- To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations
- To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations
- 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
- To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations
- To contact a named teacher/Examinations Officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required
- To supervise candidates in a quiet and unobtrusive manner
- To notify a named teacher/Examinations Officer of any disruptions that may occur
- To ensure that examination is carried out strictly in accordance with the guidelines set out by the Joint Examinations Board
- To supervise any candidates who may need to leave the room in accordance with the exam regulations
- To ensure that exam conditions are maintained until candidates are dismissed

- To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the Examinations Officer/person responsible for examinations
- To ensure that the room and desks are clear and in good order
- To undertake training relating to the job as required
- To undertake other related duties appropriate to the grading of the job as required
- To maintain confidentiality of information acquired in the course of undertaking duties for the college
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)

Notes:

Please note that candidates will be required to pay for the cost of processing the DBS (£40.00) prior to commencing work. We will refund this once the candidate has worked five examination sessions.

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed:

Date: