

POST TITLE	Invigilator
Purpose:	Responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination and assessment process.
The role	To ensure that examinations are conducted according to the regulations to: • ensure all candidates have an equal opportunity to demonstrate their abilities • maintain the security of the examination materials before, during and after the examination • prevent possible candidate malpractice • prevent possible administrative failures
General requirements	<u>General requirements</u> • Experience of invigilation is not required as training in the role and duties of an invigilator will be provided • Invigilators are required to: ○ declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them ○ confirm their availability in advance of main examination periods • Invigilators must confirm the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all times
Main Duties	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Persnore High School regulations and requirements. Before examinations • Report to and be briefed by the exams officer prior to each exam session • Keep confidential exam question papers and materials secure before, during and after exams • Ensure exam rooms are set up according to the requirements • Admit candidates into exam rooms under formal examination conditions • Give full attention to conducting the examinations properly • Identify candidates and seat candidates according to the required arrangements • Distribute the correct question papers and exam materials to candidates • Instruct candidates in the conduct of their exams • Deal with candidate questions according to the regulations • Start exams During examinations • Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty • Be vigilant and remain aware of incidents or emerging situations • Keep disruption in examination rooms to a minimum • Deal with emergencies or irregularities effectively

	• Record/report any incidents, disruption or irregularities • Complete attendance registers • Deal with candidate questions according to the regulations After examinations • Instruct candidates in finishing their examinations and collect examination scripts and materials • Dismiss candidates from the examination room • Check candidates' names on scripts, match the details on the attendance register • Securely return all examination scripts, question papers and materials to the exams officer
Other tasks	<u>Other tasks</u> • Undertake training, update and review sessions as required • (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year • Undertake, where required and where able, other duties requested by the exams officer, for example: ○ centre supervision of examination timetable clash candidates between examination sessions ○ facilitating access arrangements for candidates, for example as a reader, scribe, etc. (full training will be provided) ○ other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
Candidate	An ideal candidate will: • be reliable, flexible and readily available during main examination periods • have effective communication skills and good interpersonal skills • work well as part of a team • be confident and a reassuring presence to candidates in examination rooms • be able to give instructions and manage situations involving different groups of people • have basic IT skills (familiar with use of email, mobile phone messaging, etc.) • seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
Reporting to:	Exams Officer
Responsible for:	None
Principal Contacts:	Exams Officer, Students
Working Time:	By negotiation and agreement during exams season
Salary/Grade:	£14.71 hourly
Disclosure level:	Enhanced