

# **THE BUCKINGHAM SCHOOL**

## **A SPECIALIST SPORTS COLLEGE**



### **EXAM INVIGILATOR**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**RESPONSIBLE TO:** Exams Officer

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## **GENERAL REQUIREMENTS**

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam 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 exam 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.)

## **MAIN DUTIES**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Buckingham School regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams**

- 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 exam conditions
- 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
- Start exams

### **During Exams**

- 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
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

### **After Exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

## **OTHER TASKS**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
  - centre supervision of exam timetable clash candidates between exam 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'

## **NOTE:**

This Job Description may periodically be varied after consultation with the post holder.

▪ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

▪ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)

## PERSON SPECIFICATION - LESSON COVER SUPERVISOR

	Essential	Desirable
<b>Knowledge / Qualifications</b>		
• GCSE A-C or equivalent in English & Maths	✓	
• Computer literate	✓	
• A working knowledge of using FMS (School's Financial Management Systems)		✓
<b>Experience</b>		
• Experience of using office computer systems and Microsoft software packages	✓	
• Experience of working in a school in an administrative and or / financial capacity	✓	
• Experience of financial procedures, cash handling and cash security, preferably in a school or similar public sector environment		✓
• Accounting or financial record keeping experience		✓
<b>Persona Characteristics</b>		
• A genuine interest in working with children and being part of the school community	✓	
• Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner	✓	
• Ability to work on own initiative and work well under pressure	✓	
• Ability to maintain high standards of confidentiality	✓	

### Invigilator job description

Reporting to	Examinations Officer	Hourly pay rate	
Hours of work	By negotiation and agreement during [insert main exam periods in your centre when external invigilators may be required; it may also be useful to give an outline of AM and PM exam session times in your centre]		

### General requirements

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- have effective communication skills and good interpersonal skills

- work well as part of a team
- be confident and a reassuring presence to candidates in exam 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.)

### **Main duties**

3. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] regulations and instructions
4. To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams**

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### **To apply**

[Insert your centre's application process and information about any required disclosure, reference and other relevant checks as guided by your centre's recruitment and selection process]