

## INVIGILATOR JOB DESCRIPTION

Reporting to	Examinations Officer	Hourly pay rate	£11.44
Hours of work	<p>By negotiation and agreement during May and June for GCSE exams and December for Mocks.</p> <p>You will need to be flexible in line with the requirements of the examination timetable. Morning exam sessions start 9.00am. Afternoon exam sessions start 1.30pm.</p> <p>Examinations vary in length; invigilators are normally required for an additional half an hour either side of the exam start and finish times.</p>		

### The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

### 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
  - confirm their availability in advance of main examination 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 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

## Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Bodies and The Eastwood Academy regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

### 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
- Start exams

### During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- 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 and materials to the exams officer

## Other tasks

- Undertake training, update and review sessions as required
- Undertake annual in-person and online Safeguarding training
- 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'



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To apply

Please complete the application form on The Eastwood Academy website – [www.eastwoodacademy.co.uk](http://www.eastwoodacademy.co.uk). Only candidates who are selected for interview will be contacted.