

VYNERS SCHOOL



EXAM INVIGILATOR

Job Description

Core Purpose:

- To ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

The Invigilator's Role

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination beforehand, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Exams Manager if they have any concerns about the exam process.

Some students at Vyners School may require special access arrangements to support them during examinations. In these cases, candidates are roomed separately and support is delivered through trained members of staff acting as prompters, readers or scribes. An independent invigilator is also needed in these cases.

Core Qualities:

- Good interpersonal skills, able to exercise authority in the exam setting
- Well organised, capable of ensuring strict examination rules are applied consistently
- Able to promote and safeguard the welfare of students at the school and to act as an appropriate role model for young people.

Specific Responsibilities

- To supervise candidates' entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register

- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To support the packaging of exam scripts ready for collection
- To ensure exam stationary is returned to a secure area at the end of an examination

To undertake such other duties as may reasonably be required from time to time

Line manager:

Exams Manager / Data Manager

Hours of Work:

Flexibly, as required. The School operates a 'bank' of invigilators which it draws on to provide comprehensive invigilation cover. Invigilators are employed on a casual basis and paid only for hours worked.

Peak exam periods are December / January (for Trial Exams) and May / June for public exams.

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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Person Specification

Essential:

- Organised, with a good eye for detail.
- Good interpersonal skills, with a good standard of written and spoken English
- Confident at addressing students publically
- Able to exercise authority in the examination hall
- Able to take personal accountability for task execution.
- Calm, patient and professional when dealing with students
- Capable of exercising initiative when required.
- Committed to upholding a high standard of compliance in the exam hall.