

# NEW MILLS SCHOOL

**POST TITLE:** Exam Invigilator

**POST REFERENCE:** 99SCH003S (Invigilator)

**SALARY:** Grade 4 Pay Point 3

**HOURS:** Variable depending upon the type and nature of the exam required to invigilate.

**RESPONSIBLE TO:** Exams Manager

**JOB SUMMARY:** Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board which allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

## **MAIN DUTIES:**

### **Before the Exam**

- Pick up stationery boxes from Exam Officer
- Put up regulation notices and clocks in the exam room
- Set out seating labels in accordance with the seating plan
- Write the centre number and exam times on the white board
- Set out answer booklets on desks before candidates are allowed to enter
- Complete and sign exam register

### **At the start of the Exam**

- Ensure that candidates' bags and coats are left in the designated location and not next to or with the candidates
- Assist candidates in finding their seats, as according to the seating plan
- Confirm the identity of the candidates
- Read regulations and procedures set out by the exam board to candidates
- Ask if any candidate has a mobile phone on their person to hand it in immediately
- Read subject specific instructions to candidates
- Open question papers in front of candidates
- Distribute question papers to candidates
- Ensure the correct papers are given to the correct candidates
- When the register has been taken, the list of absent candidates needs to be sent to the Data and Exams Manager immediately, so candidates can be contacted

### **During the Exam**

- Supervise all aspects of the exam and remain vigilant throughout
- If a candidate arrives late, warn them that the exam board may not accept their script
- If a candidate requests to leave the exam room for a bathroom break, they must be accompanied at all times

- If suspicion arises that a candidate may be cheating in some way, speak to the Data and Exams Manager
- All instances must be recorded, including late arrivals, cheating, mobile phones etc.
- Ensure candidates stay for the full duration of the examination

### **At the end of the Exam**

- Ensure all scripts are collected in candidate order
- Collect all exam papers before candidates are allowed to leave the exam room
- Dismiss candidates one row at a time, after all scripts/answer booklets and question papers have been collected
- Return all scripts and exam materials, boxes, notices, to the Exam Officer

### **Training**

Induction training will be given and all invigilators must attend.

### **GENERAL RESPONSIBILITIES**

- To perform duties and attend meetings as reasonably required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to Risk Assessments where appropriate
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

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## PERSON PROFILE – EXAMINATIONS INVIGILATOR

	ESSENTIAL DESIRABLE	EVIDENCE
<p><b>KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Ability to communicate effectively.</li> <li>• Ability to work to predetermined instructions.</li> <li>• Ability to judge when a decision is not theirs to make</li> <li>• Ability to be fair but firm at all times</li> <li>• Understanding of issues of confidentiality.</li> <li>• Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed.</li> </ul>	D E E E  E E D	A/I/R A/I A/R/I R/I  R/I R/I A/I/R
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Ability to remain calm under pressure or during unexpected circumstances.</li> <li>• Integrity, showing trustworthiness.</li> <li>• Patient, tactful and approachable.</li> <li>• Reliability and punctuality.</li> <li>• Ability to relate to staff .</li> <li>• Ability to relate to candidates yet maintain an air of authority.</li> <li>• Ability to work co-operatively and flexibly as part of a team or alone as necessary.</li> <li>• Common sense and initiative.</li> <li>• Takes care and pride in all tasks given, particularly accuracy and detail.</li> <li>• Fosters good relationships.</li> <li>• Sense of humour.</li> <li>• A commitment to the school's equal opportunities policy.</li> <li>• A commitment to the safeguarding and welfare of children.</li> </ul>	E  E E E E E  E E E  D D  E  E	I/R  I/R I/R I/R I/R I/R  I/R  A/I/R I/R  I/R A/I/R A/I/R  A/I/R
<p><b>QUALIFICATIONS</b></p> <p>Grade C or above in GCSE Maths or equivalent.</p>	E	A

Code: A - Application R - Reference I - Interview