**THE BROXBOURNE SCHOOL**



**Achievement & Opportunity for All**

**EXAM INVIGILATOR**

**Job Description**

Reports to: Exams Officer

Hours: Paid on a casual supply basis

Arrive at 8.00 am in preparation for the morning session; 12.10 pm for the afternoon session

Salary: Hay Grade 2 Point 3 which equates to £15.33 per hour (including London Fringe Allowance and holiday pay uplift)

You will be paid a minimum of two hours for any day you are asked to work.

**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 Broxbourne School internal 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’, office admin requested by Exams Officer

**Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection and report all concerns to an appropriate person.

**Additional Information**

The job holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in safeguarding training as required by the school’s policies and practices.

*Achievement and Opportunity for All*

*We are an Equal Opportunities employer.  The Broxbourne School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. The school is committed to safeguarding and promoting the welfare of children and young people and expects anyone applying to work in our school to share this commitment.  All appointments are subject to pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service.*