



Children and Young People’s Service

Graham School

JOB DESCRIPTION

POST:	Examination Invigilator
GRADE:	Band 5
RESPONSIBLE TO:	Exams Manager
Job Purpose	To support the Examinations Manager in the smooth and effective conduct of both internal and external examinations and ensuring that the rules and regulations of the JCQ, Awarding Bodies and the School are upheld.
Job Context	<p>The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.</p> <p>Invigilators have a key role in upholding the integrity of the external examination/ assessment process.</p> <p>The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:</p> <ul style="list-style-type: none"> • ensure all candidates have an equal opportunity to demonstrate their abilities; • ensure the security of the examination before, during and after the examination; • prevent possible candidate malpractice; • prevent possible administrative failures. <p>Enhanced DBS check in required for this post due to working within a school environment.</p>
<u>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</u>	
Before exams	<ul style="list-style-type: none"> • To report to the exams office prior to each exam session • To keep exam papers and materials secure before, during and after exams • To ensure exam rooms are set out to the required standard according to the ICE booklet • To admit candidates into exam rooms • To identify, seat, and instruct candidates in the conduct of their exams • To distribute the correct exam papers and materials to candidates • To deal with candidate queries

<p>During exams</p> <p>After exams</p> <p>Other</p>	<ul style="list-style-type: none"> • To supervise candidates at all times and be vigilant throughout exams • To keep disruption to a minimum • To deal with emergencies or irregularities effectively • To record/report any disruption or irregularities • To complete attendance registers • To deal with candidate queries <ul style="list-style-type: none"> • To collect exam scripts • To dismiss candidates from the exam room • To “<i>check that the names on the scripts match exactly the details on the attendance register</i>” [JCQ <u>ICE</u> 6] • To securely return all exam scripts and exam materials to the exams officer <ul style="list-style-type: none"> • To attend training, refresher or review sessions as required • To undertake, where required and where able, other duties requested by the exams officer, for example <ul style="list-style-type: none"> - Supervision of clash candidates between exam sessions - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided) - Exams-related administrative tasks
<p>Communications</p>	<ul style="list-style-type: none"> • Communicate effectively with other members of staff and pupils within the school
<p>Safeguarding</p>	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
<p>Data Protection</p>	<ul style="list-style-type: none"> • To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
<p>Equalities</p>	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community and that all existing and future employees have equal opportunities • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

Flexibility	<ul style="list-style-type: none"> • The working hours for this post are on an ad hoc basis so flexibility is essential
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity culture and values.