



High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Job Description Exams Invigilator

Name:

Reporting to: Exams Officer

Working Time: Casual/Flexible Hours

Salary/Grade: Band 4 (£11.98 P/H)

Disclosure level: Enhanced DBS

Post Purpose:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and High Tunstall College of Science regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Key Responsibilities:

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



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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'

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.)

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Post Holder)

Signed _____
(Headteacher)

Dated _____
(Post Holder)

Dated _____
(Headteacher)