



High Tunstall College of Science

Inspire | Support | Achieve



Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Job Description

Senior Exams Invigilator

Name:

Reporting to: Exams Officer

Working Time: Casual/Flexible Hours

Salary/Grade: Band 6 (£12.38 P/H)

Disclosure level: Enhanced DBS

Post Purpose

- Supervision of a team of Invigilators. Ensure that exams are carried out according to the rules set out by the exam board.

Key Responsibilities

- Supervise and organise a team of Invigilators
- Provide information and guidance in response to questions and queries from students
- Liaise with the School Exam Officer and appropriate teaching staff with regard to necessary planning for examinations
- Invigilate examinations, including dealing with examination irregularities
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures
- Communicate examination procedures to pupils and oversee behaviour
- Respond to pupil requests during the examination
- Ensure no unauthorised material is consulted
- Escort candidates from the location during the examination, such as for toilet breaks.
- Maintain candidate attendance and absence records.
- Overseeing the other invigilators – ensuring they are in correct exam rooms, aware of any changes etc.
- Assisting the Exam Officer with:
 - Early arrival
 - Separate room boxes
 - Labels to tables
 - Distribution of papers to different halls
 - Coloured papers
 - Second pair of eyes opening papers
- Collating the papers from in the invigilators into candidate number order / tier order
- Allocating invigilators to collect papers in
- Ensuring access arrangement forms are completed
- Collate any incident / toilet forms from each exam
- Packing of exam papers securely
- Attendance lists to Attendance Officer

Indicative Knowledge, Skills and Experience

- Knowledge / skills required to invigilate tests and examinations
- Ability to organise, and allocate work to, a team

School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

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)