

## **JOB DESCRIPTION**

**Job Title:** Examinations Invigilator

**Grade:** 2:10

### **JOB PURPOSE**

To work as part of the Examination Team to ensure the correct running of external examinations.

### **DUTIES AND RESPONSIBILITIES**

The post holder will carry out administrative and supervisory duties in relation to external examinations. You will work under the direction of the Examinations Officer.

The duties will include:

1. Reporting to the Examinations Officer at least 30 minutes before the examination is due to start.
2. Preparing to play a key role in upholding the integrity of the examination/assessment process
3. Organising the examination room, including handing out equipment and exam papers according to the Examination Officer's guidance.
4. Supervising areas in close proximity to the examination room(s) and admitting the candidates into the room in a quiet orderly way.
5. Registering the candidates present in the room and following up any absence.
6. 6. Conducting examinations in accordance with the Joint Council for Qualifications (JCQ), an awarding body and/or Ormiston requirements
7. Being constantly vigilant when the examination is running (do not undertake any other task as this would be a distraction).
8. Completing any necessary appropriate paperwork as required
9. Assisting with the collection of examination papers and the clearance of the room at the end of the examination, including the dismissal of pupils/students in a quiet orderly way.
10. Assisting with the supervision of pupils/students between examinations or preparing for oral examinations.
11. To attend training, update or review sessions as required.

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemized.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to help the post holder undertake this new/varied work. The actual timing of the hours will vary each academic year depending on the examination timetables. Examinations are usually scheduled in January, March, May to July and November.

## DECISIONS MADE

The majority of decisions expected of this post are taken within established procedures, practices and routines. The post holder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, if appropriate, bring the matter to the attention of the staff.

The post holder is expected to recommend procedures and routines in order to establish consistency, where appropriate liaising with the Examinations Officer.

## PERSON SPECIFICATION

|                                 | Essential qualities  | Desirable qualities                             |
|---------------------------------|--|---|
| <b>Experience</b>               | Of interaction with children /pupils / students  | Previous experience of supervising examinations |
| <b>Skills</b>                   | Good communication skills<br>Ability to work as part of a team and independently<br>Ability to take the initiative<br>Recognised competence in literacy and numeracy                               |   |
| <b>Personal Characteristics</b> | Tactful and diplomatic<br>Alert and Attentive<br>Vigilant<br>Pleasant manner, calm and approachable<br>Smart appearance<br>Willing to be available for work, sometimes at short notice<br>Punctual |   |

January 2018