



# Gartree High School

## Job Description

**Job Title:** Exam Invigilator

**Hours:** Casual, must be available throughout the main exam seasons:

- December (internal exams)
- May/June (external and internal exams)

**Responsible To:** Exams and Data Officer

**Job Purpose:** To conduct examinations in accordance with the Joint Council for Qualifications, awarding body and Gartree High School instructions. To play a key role in upholding the integrity of the examination / assessment process.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Before exams

1. To report to and be briefed by the Exams and Data Officer prior to each exam session
2. To keep confidential exam papers and materials secure before, during and after exams
3. To ensure exam rooms are set out according to the instructions
4. To admit candidates into exam rooms in an orderly fashion
5. To identify, seat and instruct candidates in the conduct of their exams
6. To distribute the correct exam papers and materials to candidates
7. To deal with candidate queries
8. To start exams

#### During exams

9. To supervise and observe candidates at all times and be vigilant throughout exams
10. To keep disruption in exam rooms to a minimum
11. To deal with emergencies or irregularities effectively
12. To record / report any incidents, disruption or irregularities
13. To complete attendance registers
14. To deal with candidate questions according to the regulations



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## **After exams**

15. To instruct candidates in finishing their exams and to collect exam scripts and exam materials
16. To dismiss candidates from the exam room
17. To check candidates' names on scripts match the details on the attendance register and other details have been completed correctly
18. To securely return all exam scripts and exam materials to the Exams and Data Officer
19. To check the exam room and prepare for the next exam

## **Other duties**

20. To attend training, update or review sessions as required
21. To undertake, where required, other duties requested by the Exams and Data Officer or member of the Senior Leadership Team, for example:
  - 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 tasks

This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.



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## Person Specification

**Job Title:** Exam Invigilator

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
<ul style="list-style-type: none"><li>GCSE English and Maths A*-C, or equivalent</li></ul>	✓		App/Doc
<b><u>Experience</u></b>			
<ul style="list-style-type: none"><li>Experience of working in an educational establishment</li></ul>		✓	App/Int/Ref
<ul style="list-style-type: none"><li>Experience of invigilating external examinations</li></ul>		✓	App/Int/Ref
<b><u>Knowledge</u></b>			
<ul style="list-style-type: none"><li>Knowledge of child protection and health and safety procedures.</li></ul>	✓		App/Int/Ref
<b><u>Skills/Attributes</u></b>			
<ul style="list-style-type: none"><li>Reliable and punctual</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Able to follow regulations and work to predetermined instructions</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>A confident and reassuring presence to candidates in exam rooms</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Effective communication skills</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Ability to work effectively alone or as part of a team.</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Flexible</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Able to keep calm under pressure or in unexpected situations</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Able to work on own initiative</li></ul>	✓		App/Int
<ul style="list-style-type: none"><li>Able to maintain confidentiality</li></ul>	✓		App/Int



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	Essential	Desirable	How assessed
<b><u>General Circumstances</u></b> <ul style="list-style-type: none"><li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li></ul>	✓		App/Int
<b><u>Factors not already covered</u></b> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (e.g. Certificates)**