



# KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

*Educational excellence for our City*

## Job Description

**Title:** Exam Invigilators

**Line Manager:** Examinations Officer

1. To support the Examinations Officer with the day to day administration of public and internal examinations.
2. To have knowledge of and work within examination regulations as set by JCQ (Joint Council for Qualifications).

### Day to Day:

- Attend a pre-examination briefing with the Examination Officer at 08.15 for morning examinations and 13.00 for afternoon examinations. Paying close attention to erratum notices, Access Arrangements and late notification of other items. e.g. candidates feeling ill.
- To keep confidential exam question papers and materials secure before, during and after exam.
- To ensure correct papers and stationery is provided for each examination/awarding body
- To ensure the set-up of all examination rooms complies with JCQ regulations.
- To create a seating plan, taking into consideration and making alternative seating arrangements if necessary e.g. candidates with extra time or candidates feeling ill.

### During Examinations:

- Supervision of candidates entering the examination room, checking candidates do not bring any unauthorised materials into the examination room.
- To ensure a calm environment for the candidates to receive the best possible opportunity to be successful in their examinations.
- To conduct active, vigilant invigilation whilst not disrupting the candidates.
- Ensure examination regulations are adhered to at all times e.g. escorted toilet breaks,
- Complete the official examination register.
- Complete the invigilators Record of Invigilation Arrangements form.
- Complete the final seating plan (including any last minute changes).
- Deal with student questions according to the regulations.
- To report any suspected malpractice to the Examinations Officer.

### At the end of Examinations:

- The collection and collation of examination scripts under strict JCQ guidelines, including the preparation of script envelopes.
- Supervision of candidates leaving the examination room, ensuring they leave in a quiet orderly manner and do not remove any examination stationery or equipment
- Ensure signed records of the seating plan, invigilator record form and the bottom copy of the official attendance register for each exam is placed in the invigilator file.
- Check candidate scripts for missing information and match against the attendance register
- Securely return exam papers to the Examinations Officer.
- Preparation of examination rooms and seating plans for the next examination (where possible).
- Supervision of candidates with clashes (when necessary).

**Other:**

- Attend training, update and review sessions as required including online invigilator training.
- Undertake other duties requested by the Examination Officer, if required for example:
  - facilitating Access Arrangements for candidates, e.g. reader, scribe etc.
  - Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- Support the school with the invigilation of school examinations

***We are committed to safeguarding the welfare and development of all young people – all posts are subject to an enhanced DBS check.***

## Person specification: Examination Invigilator

Essential	Desirable
<b>Experience:</b>	Experience of working in a school environment
<b>Qualifications:</b> Good level of general education	
<b>Skills and aptitudes:</b> Excellent organisational skills A good command of written and spoken English Ability to work on own initiative and as part of a team Ability to communicate with teaching staff and students	Knowledge of the examinations process Basic IT skills
<b>Personal attributes:</b> Strong interpersonal skill Accuracy and attention to detail Flexible approach to work and routines Reliable Excellent health and work record	