



Highclare School

Job Description: Examination Invigilator (casual)

Key responsibilities of the role:

- To supervise candidates during external examinations in accordance with the guidelines set down by the Joint Council for Qualifications (JCQ)
- To have an understanding of, and commitment to, maintaining the appropriate standards of confidentiality and security of examination materials.
- Liaise closely with examination officer and / or other senior members of staff.

Duties include:

- Setting out examination papers prior to the examination
- Checking clocks are synchronised and clearly visible
- Ensuring a calm environment and helping to organise students at the start / end of each exam
- Displaying start and finish times for the exams on the screen
- Being familiar with the relevant JCQ documentation for the conduct of examinations
- Ensuring compliance with the regulations on the conduct of examinations
- Whilst not disrupting candidates, it is important to be vigilant at all times, providing necessary materials and patrolling the examination room
- Referring any suspected malpractice or any irregularity in the examination process to the Examination Officer
- Marking attendance registers where required
- Dealing discreetly with any disturbances to the exam
- At the end of an exam, collecting candidate scripts, check details and sort into candidate number order
- Return all materials to the Examination Officer
- Preparing the examination room for the next examination session

Person specification:

Candidates should:

- have a high standard of spoken English; all communication with candidates in the examination hall is verbal
- be punctual and reliable
- be able to commit themselves to working throughout the examination period; specific times or days may be excluded due to other commitments but this must be made clear at the time of application per season and confirmed prior to the allocation process
- possess a good understanding of the examination process, regulations and protocol, and able to deal with difficult or urgent situations calmly
- be numerate and able to read numbers quickly and accurately and work out timings accurately
- have the ability to work as part of a team
- work efficiently under direction
- be mindful of candidates' needs and able to deal sensitively with young people in a stressful situation
- be respectful of confidentiality

Invigilators are expected to be vigilant at all times in the examination halls, and must not bring reading or other materials into the examination room. Please note that invigilating can be physically demanding.

Examination details:

- External examinations take place during May and June each year. The length of sessions per day can vary, therefore hours of work will be flexible.
- There are two examination sessions per day, Monday to Friday, starting at 8.30am and 1.15pm.
- Examinations are held in various school venues. Additionally, candidates requiring special arrangements may sit examinations in rooms by themselves.