



Responsibility Profile – Examinations Invigilator

Description

Post Title: Examinations Invigilator
Salary: Hourly rate based on LPT4
Location: Kings College Guildford

Job purpose

To assist in supervising examinations

Organisational relationship

Directly responsible to the Examinations Officer and through him/her to the Vice Principal

General responsibilities

Supervision of examinations

- To be familiar with the rules of the various Awarding Bodies.
- To ensure that examinations are conducted in accordance with relevant Awarding Bodies' rules.
- To set up exam room posters etc. in accordance with the exam rules.
- To set out candidate cards and exam papers in accordance with exam rules and seating plan provided by Examinations Officer.
- To ensure that the correct exam paper is issued to each candidate in each session.
- Make any amendments to the seating plan provided whenever seating is changed for practical reasons (e.g. late arrival, behaviour or illness).
- To ensure that candidates enter the exam room in a quiet and orderly manner and seat themselves quickly.
- To ensure that 'exam conditions' as described in the JCQ ICE booklet are maintained at all times in the examination room.
- To make official announcements and to start and end examinations in a timely manner, in accordance with the exam rules.
- To record attendance at examinations and to report absences promptly to the Attendance Officer.
- To log any late arrivals, toilet breaks, misconduct etc. as they occur during each examination and to sign the log at the end of each exam.
- To ensure that exam papers and scripts are kept secure throughout the examination.
- To collect in and package scripts at the end of each examination.



- To tidy the exam room after each examination.

Providing Access Arrangements

- To be familiar with JCQ rules for supervising and facilitating Access Arrangements.
- To act as a reader for candidates who qualify for a reader.
- To act as a scribe for candidates who qualify for a scribe.
- To be familiar with procedures for using word processors and exam reader pens during examinations.

Occasional clerical work to support exam administration

- To sort candidate cards before and after examinations.
- To assist in the distribution of exam timetables, statements of entry and results.
- To prepare exam room trays.

Additional Duties

- To comply with whole College policies and procedures, as required including those with regard to conduct and dress.
- To adhere to health and safety regulations.
- To adhere to and promote College policies on equal opportunities and race equality.
- A commitment to safeguarding and promoting the welfare of children and young people.
- To participate, if required, in the College performance management/staff appraisal scheme.
- To attend training/update sessions as required by the College.

Working Time

This is a casual post for varying hours during exam time (school term time only)

**General**

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

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 of any employee who develops a disabling condition.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required by the Exams Officer/Vice Principal.

Updated March 2024



Person Specification – Examinations Invigilator

	Essential	Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> ▪ Good level of written and spoken English ▪ Good basic numeracy/literacy skills ▪ Excellent communication skills both written and verbal ▪ Basic IT skills 	<ul style="list-style-type: none"> ▪ Good general education with GCSE passes in Maths and English ▪ Experience of working with 11-18 year olds in a Secondary setting
Professional Qualities	<ul style="list-style-type: none"> ▪ Ability to follow instructions ▪ Ability to plan and prioritise regular and irregular tasks ▪ Ability to communicate effectively with and motivate pupils ▪ Ability to explain and clarify instructions to pupils ▪ Ability to assist with the organisation of the learning environment ▪ Ability to undertake routine tasks under the direction of the Exams Officer ▪ Committed to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> ▪ Familiarity with JCQ Instructions for the Conduct of Examinations ▪ Knowledge of the current UK examination system
Personal Qualities	<ul style="list-style-type: none"> ▪ Work constructively as part of a team, understanding roles, responsibilities and your own position within these ▪ Honesty and integrity ▪ Accuracy and attention to detail ▪ Reliability & Punctuality ▪ Ability to work unsupervised, following established procedures ▪ Common sense, initiative & calmness under pressure ▪ Flexibility ▪ Assertiveness 	
Safeguarding Children	<ul style="list-style-type: none"> ▪ Committed to safeguarding and promoting welfare of children and young people 	
Equality of Opportunity	<ul style="list-style-type: none"> ▪ The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to 	

NOTE: This role would not be suitable for somebody who has a current maladministration/malpractice sanction applied to them by an examination board (in line with JCQ regulations).