



EXAMINATIONS INVIGILATOR

VALLEY PARK SCHOOL



JOB DESCRIPTION	
Job Title	Examinations Invigilator
Grade	£11.88 per hour
School / Department	Valley Park School
Base	Valley Park School
Hours	Casual
Reports to	Examinations Officer
Accountable to	Examinations Officer

Job Summary

This role is required to conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Valley Park School instructions. This person will play a key role in upholding the integrity of the examination/assessment process.

Key Working Relationships

- Senior Assistant Headteacher
- Data Manager
- Examinations Officer
- Examinations / Data Assistant

Key Responsibilities

Before examinations

- To report to and be briefed by the Examinations Officer prior to each examination session.
- To keep confidential examination papers and materials secure before, during and after examinations.
- To ensure examination rooms are set out according to the instructions.
- To admit candidates into examination rooms.
- To identify, seat, and instruct candidates in the conduct of their examinations.
- To distribute the correct examination papers and materials to candidates.
- To deal with candidate queries.
- To start examinations.

During examinations

- To supervise and observe candidates at all times and be vigilant throughout examinations.
- To keep disruption in examination rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruption or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

After examinations

- To instruct candidates in finishing their examinations and to collect examination scripts and examination materials.
- To dismiss candidates from the examination room.
- To check candidates' names on scripts, match the details on the attendance register.
- To securely return all examination scripts and examination materials to the Examinations Officer.

Other

- Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/ malpractice sanctions applied to them.
- To attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example – supervision of examinations timetable clash candidates between examination sessions – facilitating access arrangements for candidates, for example as a reader, scribe, etc. – other examinations related administrative tasks.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths or equivalent. 	
Experience		<ul style="list-style-type: none"> • Experience of invigilation, although full training will be provided.
Knowledge	<ul style="list-style-type: none"> • Basic understanding of examination etiquette. 	<ul style="list-style-type: none"> • Understanding of the examination system.
Skills	<ul style="list-style-type: none"> • Work well as part of a team. • Effective communication skills and good interpersonal skills. • Strong administrative skills. 	
Attributes	<ul style="list-style-type: none"> • Reliable, flexible and readily available during main examination periods. • To keep calm and maintain an air of authority 	