

ST GEORGE'S ACADEMY

Invigilator Role Descriptor

Reports to: **Nic Hartill, Exams Coordinator**

PURPOSE OF ROLE

The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

- To supervise candidates entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To return completed exam papers, exam scripts and exam stationary to a secure area at the end of an examination

The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination beforehand, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the Exams Coordinator if they have any concerns about the exam process.

Invigilator: access arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.

The role of invigilator can be combined with the role of prompter, reader and/or scribe.

Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier
- A practical assistant
- A reader/computer reader
- A sign language interpreter
- Scribe/speech recognition technology

- Supervise children during exams and escort children between premises where necessary.
- To ensure that children under the direction of the invigilator adhere to follow school procedures.

GENERAL

- To be responsible for personal continued professional development
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To read, understand and adhere to all Academy policies

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy.

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X drive.

PERSON SPECIFICATION

Invigilator

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a team	<ul style="list-style-type: none">• Experience of working in a school• Experience of working with young people	Interview and application form
2. KNOWLEDGE	<ul style="list-style-type: none">• Understanding of Safeguarding and how it applies to the role• General standard of literacy and numeracy		Interview and application form
3. SKILLS AND APTITUDES	<ul style="list-style-type: none">• Able to use own initiative• Ability to understand the importance of confidentiality at all times• Ability to relate well to children and adults		Interview and application form
4 Qualifications and Training		<ul style="list-style-type: none">• GCSE Grade 3 or above or equivalent in Maths and English	
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none">• Patient and understanding attitude• Good standard of English and spoken voice• Calm and professional• Polite and friendly with a flexible approach to work• Reliable and punctual		Interview and application form