

# The Royal Alexandra & Albert School

## Exam Invigilator Job Description



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|-----------------------|---|
| <b>Post Title:</b>    | Exam Invigilator  |
| <b>Reporting to:</b>  | Examinations Officer  |
| <b>Contract Type:</b> | Casual  |
| <b>Hours of Work:</b> | By negotiation and agreement during external and internal examination periods |

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### Main Purpose

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

### Key Responsibilities

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Royal Alexandra and Albert School regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

#### Before examinations

- Report to and be briefed by the exams officer or lead invigilator prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

#### During examinations

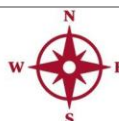
- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum



Ambition



Courage



Integrity



Respect

- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

#### **After examinations**

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the exams officer

#### **Other**

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of examination timetable clash candidates between examination sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'
- Invigilators are required to:
  - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.



Ambition



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## Person Specification: Exam Invigilator

| Criteria       | Essential   | Desirable   |
|----------------|---|---|
| Qualifications |   | <ul style="list-style-type: none"> <li>General education to GCSE or A-Level equivalent</li> </ul>   |
| Experience     |   | <ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Basic IT skills (familiar with use of email, mobile phone messaging etc)</li> </ul> |
| Personal       | <ul style="list-style-type: none"> <li>Good communication, planning and organisational skills</li> <li>Hardworking and enthusiastic</li> <li>Resilient</li> <li>A strong team player</li> <li>Good sense of humour</li> <li>Able to follow and give instructions</li> <li>Operate calmly under pressure</li> <li>Reliable, flexible and readily available during main examination periods</li> <li>Be confident and a reassuring presence to candidates in examination rooms</li> <li>Firm but fair at all times</li> </ul> |   |

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

### Current Information on the Exam Invigilator Team

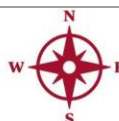
The Team currently consists of an Exams Officer with approximately 20 exam invigilators. They work together to support all the External Exams and Internal Assessments throughout the Academic Year.



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