



Job Description

Title:	Examinations Invigilator
Project Team:	Support Staff
Reports to:	Data & Examinations Officer
Salary:	£12.00 per hour
Responsible for:	Invigilation duties across the Academy

Specific Responsibilities

General requirements

- ✓ Experience of invigilation is not required as training in the role and duties of an invigilator will be provided;
- ✓ Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them;
- ✓ Invigilators are required to confirm their availability in advance of main exam periods;
- ✓ Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and will be followed at all times.

An ideal candidate will:

- ✓ be reliable, flexible and readily available during main exam periods;
- ✓ have effective communication skills and good interpersonal skills;
- ✓ work well as part of a team;
- ✓ be confident and a reassuring presence to candidates in exam rooms;
- ✓ be able to give instructions and manage situations involving different groups of people;
- ✓ have basic IT skills (familiar with use of email, mobile phone messaging, etc.).

Main duties

- ✓ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body, and Q3 Academy Great Barr regulations and instructions;
- ✓ To have a key role in upholding the integrity and security of the examination/assessment process .

Before exams

- ✓ Report to and be briefed by the exams officer 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 exam conditions;
- ✓ 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 exams

- ✓ Supervise and observe candidates at all times and be vigilant throughout exams;
- ✓ Keep disruption in exam rooms to a minimum;
- ✓ 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 exams

- ✓ Instruct candidates in finishing their exams and collect exam scripts and exam materials;
- ✓ Dismiss candidates from the exam room;
- ✓ Check candidates' names on scripts, match the details on the attendance register;
- ✓ Securely return all exam scripts and exam materials to the Exams Officer.

Other tasks

- ✓ Undertake training, update and review sessions as required;
- ✓ Undertake relevant online invigilator training and assessment for that academic year (prior to invigilating any exam in a new academic year);
- ✓ Undertake, where required and where able, other duties requested by the exams officer, for example:
 - ✓ centre supervision of exam timetable clash candidates between exam 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'.

Component 1 – Wider Professional Effectiveness

- ✓ Participate in and engage with Academy InSET and Professional Development, whether in-house or external;
- ✓ Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and InSET;
- ✓ Disseminate the outcomes of InSET to other staff and ensure that the Senior Leadership Group are aware of such innovation and cutting edge development;
- ✓ Effectively contribute to the Academy improvement planning process.

Component 2 – Role Model

- ✓ Ensure that 'no student is left behind', in their academic and personal development;
- ✓ Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping;
- ✓ Build team commitment amongst students and staff alike;
- ✓ Engage and motivate students and staff to do their best by doing your very best;
- ✓ Demonstrate a positive approach to your professional duties and improve the quality of student learning.

Additional Components

- ✓ To consistently uphold the Academy's aims and strive to attain Academy Targets;
- ✓ To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy;
- ✓ To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner;
- ✓ Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- ✓ Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment;
- ✓ Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders;
- ✓ It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment;
- ✓ The job purpose and key task statements above are indicative and by no means exclusive. Given the evolving status of the Academy, the need for flexibility amongst staff is therefore considered important;
- ✓ To undertake any other duties deemed reasonable by the Senior Leadership Group for the post at this level.

Health and Safety Responsibilities

- ✓ All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy Great Barr and undertake risk assessments as appropriate.
- ✓ Q3 Academy Great Barr is a designated no smoking site.

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to demonstrate this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.