



Job Description

Title:	Examinations Invigilator
Project Team:	Support Staff
Reports to:	Data and Examinations Officer
Salary:	£11.98 per hour (plus holiday pay)
Responsible for:	Invigilation duties across the Academy

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.

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 summer exam period (May and June);
- ✓ Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and will be followed at all times;
- ✓ The successful candidate will be required to read and scribe when required.

An ideal candidate will

- ✓ Be reliable, flexible and readily available during main exam period (May and June) and occasionally throughout the rest of the year;
- ✓ Have effective communication skills and good interpersonal skills;
- ✓ Work well as part of a team;
- ✓ Be confident and a reassuring presence to candidates in examination 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.);
- ✓ Appropriate level of fitness to stand and walk for long periods of time.

Before examinations

- ✓ Report to, and be briefed by, the Examinations Officer prior to each exam session;
- ✓ Keep confidential exam question papers and materials secure before, during and after examinations;
- ✓ Ensure examination rooms are set up according to the requirements;
- ✓ Admit candidates into examination rooms under formal examination conditions;
- ✓ Identify candidates and seat candidates according to the required arrangements;
- ✓ Distribute the correct question papers and materials to candidates;
- ✓ Instruct candidates in the conduct of their examinations;
- ✓ Deal with candidate questions.

During exams

- ✓ Supervise and observe candidates at all times and be vigilant throughout examinations;
- ✓ Keep disruption in examination 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 examinations and collect scripts and materials;
- ✓ Dismiss candidates from the examination room;
- ✓ Check candidates' names on scripts match the details on the attendance register;
- ✓ Securely return all scripts and materials to the Examinations Officer.

Other tasks

- ✓ Undertake training and update and review sessions as required (prior to invigilating any exam in a new academic year);
- ✓ Undertake relevant online invigilator training and assessment for that 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'.

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.

Additional Components

- ✓ To consistently uphold the Academy's aims and strive to attain Academy targets.
- ✓ To work in an enthusiastic, cooperative, and polite manner to enhance the Academy's reputation.
- ✓ To work with students 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.
- ✓ Carry out duties in line with all policies and promote a positive, harmonious working environment.
- ✓ The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.

Health and Safety Responsibilities

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

Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS). Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

Criteria	Essential	Desirable	Evidence
Education & Qualifications	<ul style="list-style-type: none"> ✓ Educated to a good standard of education, particularly in numeracy and literacy. 		AF
Skills, abilities and experience	<ul style="list-style-type: none"> ✓ Ability to work to tight deadlines; ✓ Accuracy and attention to detail; ✓ Appropriate level of fitness to stand and walk for long periods of time. 		AF INT RF
Professional Development	<ul style="list-style-type: none"> ✓ Demonstrable commitment to own continued professional development by undertaking any training required to fulfil the role. 		AF INT RF
Other skills and attributes	<ul style="list-style-type: none"> ✓ To work independently on own initiatives; ✓ High level communication skills and an effective listener; ✓ Resilient, adaptable and able to manage challenges and opportunities; ✓ Ability to 'think on your feet' under pressure; ✓ Committed to equal opportunities for all; ✓ Positive thinking and a flexible 'can-do' attitude which inspires confidence and optimism; ✓ Ability to maintain confidentiality at all levels; ✓ Ability to relate well to Academy staff and candidates of all abilities. 		AF INT RF
Disposition	<ul style="list-style-type: none"> ✓ To make decisions; ✓ Able to work independently or as part of a team. 		AF INT RF