

ROLE SPECIFICATION

MAIN PURPOSE OF THE ROLE

- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ.
- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams

ACCOUNTABILITIES AND TASKS

Accountability	Task
Exam Regulations	<ul style="list-style-type: none">• Be familiar with the JCQ “Instructions for the conduct of examination” and School procedures – This will be done through training before taking up duties begin but invigilators should regularly remind themselves of these regulations by revisiting training materials• Attend training and any refresher or updates as required
Before each exam	<ul style="list-style-type: none">• Identify the senior or lead invigilator• Check that warning notices are clearly displayed• Check that the clock is working• Become familiar with the seating plan and where pupils taking different level or subjects are seated• Be aware of particular rows that each invigilator will support and supervise
Starting the exam	<ul style="list-style-type: none">• Help organize the candidates at the beginning of the exam• Supervise candidates as they enter the room ensuring no bags are brought in and the candidates enter quietly• Assist candidates in finding their desk as necessary

	<ul style="list-style-type: none"> • Ensure all mobile phones and other electronic devices are collected and given in to Reception • Help distribute exam papers and stationery or equipment ensuring that candidates receive the correct paper • Help take a register of candidates present • Check that start and end times including extra time are displayed • Support the senior invigilator as needed who will read the instructions and warnings to the candidates
During the exam	<ul style="list-style-type: none"> • Be vigilant throughout the exam, responding to candidates needs for extra paper or equipment • Supervise candidates who may need to leave the room in exception circumstances • Be vigilant throughout the examination for malpractice or disruption and report it at once to the senior invigilator or if needed call for the examinations officer • Assist the senior invigilator by making a note of the time any disturbance or malpractice affected the exam, what happened, and the time it ended so that a report can be made to the exam board
Ending the exam	<ul style="list-style-type: none"> • Collect scripts from candidates ensuring that they are in candidate number order • Collect all other stationery and equipment • Supervise candidates as they leave encouraging them to leave quietly • Assist the senior invigilator with any post exam administration as needed
Special arrangements/concessions	<ul style="list-style-type: none"> • Act as a scribe or reader for candidates with exam concessions if requested following the instructions given to ensure exam regulations adhered to
Internal examinations	<ul style="list-style-type: none"> • Invigilate internal school exams following school procedures so that pupils have a similar experience to that which they have in public examinations

Person Specification

Education and Experience

- A level of education that enables support to be given to pupils aged 11 to 16 including those preparing for GCSE
- Sound literacy and numeracy
- Some previous experience of working with young people is desirable
- A commitment to the safety and welfare of young people and an understanding of the responsibilities that adults working with them have.

Competencies, Skills and Abilities

- Clear understanding of the JCQ examination regulations
- Clear understanding of the school's examination policies and procedures
- Able to demonstrate organizational and administrative aptitude
- Able to apply established procedures to given situations with confidence
- Able to communicate easily and effectively with both young people and adults
- Able to complete simple paper work
- Enjoys working as part of a small, interdependent team responsible for the effective delivery and conduct of the school's examinations

Personal Qualities

- punctuality
- reliability
- flexibility
- patience
- the ability to follow instructions
- self confidence
- smart appearance
- integrity

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed as needed.