



## **Would you like to help support our students with their exams?**

### **INFORMATION ABOUT THE JOB OF EXAM INVIGILATOR/READER/SCRIBE**

The job of an exam invigilator is to supervise public and internal, school examinations taken by pupils aged 15 and 16.

The role of an exam reader/scribe is to read the questions to a student who needs special arrangements who is taking an exam and/or write down the answers which the student dictates. There are an increasing number of pupils who are being granted this concession.

Invigilators, readers and scribes must ensure that:

- the examination is conducted fairly and correctly
- the rules and regulations of the Examination Board are adhered to
- the needs of students taking the exam are attended to

We are looking for people who have the following personal qualities:

- punctuality
- reliability
- flexibility
- patience
- the ability to follow instructions
- the confidence and authority to give instructions to a hall of students
- the ability to complete simple paper work
- smart appearance
- integrity

Examinations normally begin at 8.45/9.00 a.m. or 1.45/2.00 p.m. but invigilators/readers/scribes will arrive 30 minutes earlier. Most exams are between one and two and half hours long. Before the exam, place cards are put on desks to ensure that the students are seated in the correct order. Question and answer papers are given out. Often there is more than one level of exam being taken and supervisors must be sure that every student receives the correct paper.

The exam is begun by reading the instructions clearly to the students and the start time is written clearly on a board at the front of the hall. An attendance list is completed.

During the exam invigilators stand and scan the room, occasionally moving around the hall to ensure that there is no malpractice. Invigilators see to the needs of students who may require extra answer paper or equipment. They accompany and supervise students who need to leave the room to visit the toilet or because they feel unwell. There are long periods when there is no need to do anything other than supervise, yet invigilators need to remain constantly alert.

At the end of the exam, students need to be given clear instructions. Exam papers and other materials need to be collected and carefully checked.

Readers/Scribes work in a separate room along students with special arrangements for whom the Exam Board allows an adult to read the questions to a student or write down the answers which the student dictates. There are strict rules that readers and scribes



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must follow to ensure that pupils with this concession do not gain unfair advantage.

Invigilators will work closely with the school's examinations officer and experienced invigilators who will be available to offer advice. However, it is hoped that as they gain experience they will be able to take full responsibility for the conduct of an examination

Some people prefer to mainly read/scribe whilst others prefer to mainly invigilate. Please indicate on your application form if you have a preference.

Most public examinations take place in May and June. However, we also require invigilators/readers/scribes for in February/March for internal school exams. There is flexibility over the number of sessions any invigilator may undertake which will allow successful applicants to fit in the work around other commitments in their week.

Invigilators/readers/scribes will need to agree to enhance DBS (formerly Criminal Records Bureau) checks to ensure they are suitable to work in a school environment.

The work is offered on a casual contract and so the pay is only for the hours worked. The hourly rate is £8.05 per hour and successful applicants will be given training as needed.

If you wish to apply please complete the application form for non-teaching/support staff and return it to the school no later than the 30<sup>th</sup> November. If you would like any further information please contact Ms Julie Fluker, Exams Officer on 01273 845892 Ext 215 or at [jfluker@downlands.org](mailto:jfluker@downlands.org)

Downlands follows the government guidelines for safeguarding children when recruiting staff. Please complete an application form for Non-teaching/support staff which can be found on the school website <http://www.downlands.w-sussex.sch.uk> under “Information – Vacancies”.

Please ensure that your application includes a full employment history including part-time and voluntary work, as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training and reasons for leaving employment.

Downlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment