

Job Description

Job Title Examination Invigilator **School** Bishop Milner Catholic College

Grade **Salary** £9.62 per hour

Reports To Examination Officer

Responsible For Ensuring the examination room remains orderly throughout the examination.

Main Purpose of the Job:

Helping to ensure an orderly start to examinations in accordance with school procedure.
Supervising students during the duration of the examination.

Main Activities

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

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Bishop Milner Catholic College regulations and instructions
2. 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
- (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'

Bishop Milner

CATHOLIC COLLEGE



To apply

Request an application form from tcadman@bmilner.dudley.sch.uk to complete the process and information about any required disclosure, reference and other relevant checks.

Prepared By

Mrs G Roden

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Person Specification

Job Title

Examination Invigilator

School

Bishop Milner Catholic College

Grade

Salary

£9.39 per hour

Criteria (Desirable/Essential)

Experience

N/A

Qualifications/Training

Basic knowledge of how an examination room operates.

Personal Qualities and Attributes

To have an accuracy and attention to detail.

To have a flexible approach to work.

Have the ability to communicate with candidates and members of staff clearly and accurately.

Have the ability to work to predetermined instructions.

Have the ability to work as part of a team or alone if necessary.

Must be reliable and punctual.

Have the ability to remain calm under pressure or during unexpected circumstances.

Be able to use own initiative.

Have the ability to judge when a decision is not yours to make and ask for help.

Have effective written and oral communication skills.

Have the ability to be fair at all times.

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