



INVIGILATOR

Job Description

£10.59 per hour (pay award pending) plus holiday pay; variable hours contract

The Role (as described by the Joint Council for Qualifications - JCQ)

- The invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates.
- Invigilators must give their whole attention to the proper conduct of the examination.
- Invigilators are not to perform any additional task in the examination room.

Areas of Responsibility

- To ensure that arrangements for the exam(s) are as instructed in the JCQ booklet 'Instructions for the Conduct of Examinations' ensuring the best possible environment for the candidates taking the exam(s). This includes checking the exam room is adequate according to JCQ.
- To ensure that school policy is followed and that the instructions 'Examination Invigilation' are strictly adhered to at all times.
- To ensure that any irregularities in the exam room are reported to the Exams Officer or Exams Assistant immediately.

Skills Required

- To be willing and able to follow instructions from the Exams Office accurately, giving full attention to detail.
- To have a flexible approach to work and tasks
- To be able to maintain an air of authority and yet be able to relate to the candidates.
- To have effective oral and written communication skills in order to communicate with candidates and staff clearly and accurately.
- To be able to work alone or as part of a team as necessary
- To be reliable and punctual
- To be able to use common sense and initiative and yet know when to refer a matter to another colleague
- To have the ability to keep calm under pressure at all times especially when the unexpected happens
- To be firm and fair at all times
- To move quietly around the exam room being sensitive to candidates needs.

Training

- All invigilators will be expected to undertake at least one training session.
- All invigilators will need to have a Disclosure & Barring Service (DBS) check carried out by the school.