ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: Invigilator

GRADE: £9.62 Per hour

Overall Objectives of the Post:

Responsible for providing an efficient and effective invigilation support service to the Exam Officer and ensure the integrity of the school examinations.

Key tasks of the post:

1. Arrangements for an Exam
    - Assist with the set-up of an exam and any other duties directed by the Exam Officer
    - Help control candidates as they enter the hall, directing them to their seats and ensuring school procedures are followed
    - Make sure that, where equipment is allowed in the exam, all casings are checked for notes and ensure anything brought into the exam hall is within JCQ guidelines.

2. Invigilation during the Exam
    - Ensure that the behaviour of candidates, and their own behaviour, does not cause a distraction to others
    - Disperse around the hall in order to ensure that all areas are under supervision
    - Be vigilant at all times
    - Respond immediately if a candidate requests attention.
    - In longer exams particularly, allow candidates to go to the toilet, under the supervision of an invigilator of the same gender
    - Raise any causes for concern with the senior member of staff present

3. At the end of an Exam
    - Help to collect in scripts and any borrowed items at the end of the examination, following the specific instructions of the Exam Officer.

4. General
    - Participate in invigilation training programmes, where required.
    - Enforce all examination regulations (copies of which can be found at the front of the examination room.
    - Follow all school procedures.

All employees have a responsibility

- to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues
- for their own and others' health and safety, and for adhering to guidelines for the safeguarding of children
- to be an ambassador for the School

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

In addition - Exam Invigilators must adhere to the following:

Invigilators MUST:

- Arrive promptly.
- Report to the Exam Officer
- Establish from the rota if you are in the Main Hall or alternative area.
- Sign in and out on the form at the front of the hall.

Invigilators MUST NOT:

- Do anything which might distract from the invigilating role, including the use of mobile phones or social media
- Hold conversations other than those necessary for the conduct of the exam.
- Bunch together.
- cause unnecessary distractions to candidates, including walking around too much
- Help candidates with any subject-specific question.
- Allow candidates to leave before the published examination finishing time.

Points to note:

- Candidates must not bring a bag into the hall.
- Candidates should be silent at all times.
- Candidates must not deliberately make eye contact with others during an examination.
- Candidates are not allowed to bring a mobile phone or smart watches into the exam room. If one should ring in the exam room, its owner risks having her/his exam cancelled, with no right of appeal.
- Candidates are issued with a bottle of water but may bring their own if they wish.
- Any candidate arriving late, and without the prior knowledge of an Exam Officer, should be allowed to sit the examination up to one hour after it started. The Exam Officer should be informed as soon as possible.

Any concern regarding the conduct of a candidate should be met with an appropriate response, such as:

- Make the candidate aware of your presence.
- Issue a warning to the candidate that you will report the misconduct.
- Refer the candidate to an exam officer or senior member of staff to determine the next course of action.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.