

GARTH HILL COLLEGE JOB DESCRIPTION

POST: Examination Invigilator

HOURS: between 2 and 7 hours per day / Casual Contract

REPORTING TO: Examinations Officer / Lead Examination Invigilator

Main Purpose of the Job

- To supervise examinations and ensure they are conducted according to instructions.
- To play a lead role in upholding the integrity of the external examination / assessment process.

Liaison with

The Principal, the Examination Officer, the Examination Invigilators and pupils

Main Role and Responsibilities

1. Receipt and safe keeping of all examination scripts and materials.
2. Conducting all examination related administration tasks.
3. Preparing the room, laying out candidate name cards to seating plan prepared by the Examination Officer.
4. Admitting candidates in a quiet and orderly way.
5. Dealing with any candidate queries.
6. Distributing the correct examination papers and materials to candidates.
7. Registering the candidates present in the room.
8. Conducting the exam according to the Joint Examinations Board regulations.
9. Collecting examination scripts, keeping them secure and reconciling with the attendance register.
10. All invigilators must be constantly vigilant when the exam is running and should not do any other task.
11. All invigilators are provided with all regulations and necessary papers.
12. All invigilators are required to report to the Exams Office at least 30 minutes before the start of an examination session.
13. To carry out tasks as reasonably required by the Examination Officer and the Principal.
14. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. There may also be changes to the team structure and reporting lines.

Signed.....
(Member of Staff)

Dated

Person Specification

Job title: Examination Invigilator

Key Criteria	Essential	Desirable
Qualifications and Training	Good standard of education evidenced in literacy and numeracy skills.	
Competence Summary (knowledge, abilities, skills, experience)	Supervisory skills Able to form positive relationships with pupils while exercising authority in the exam room. Experience of working with young people in a learning environment. Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands. Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff. Able to work with pupils within an agreed behaviour management policy Understanding of and commitment to the requirements of safeguarding children and young people	Able to use ICT to effectively
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check is required To attend training, refresher or review sessions as required	