



Job Description

DIRECTORATE: Educations and Family Support

DEPARTMENT: Brynteg School

POST: Examination Invigilator

REF: S1

GRADE OF POST: Grade 2

RESPONSIBLE TO: Senior Examinations Officer & School Fund Officer

JOB PURPOSE:

Under the direction of the Examinations Officer, the post holder will assist the examinations team in the correct running and supervision of examinations including when necessary assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To assist in the preparation of the examination room ensuring that it meets the JCQ (Joint Council for Qualifications) requirements.
- Reporting to the Examinations Officer, arrive at least 15 minutes before an examination session, or earlier if required.
- To assist with the setting up of the examinations' rooms/sports hall
- To manage candidates' assembly in the examinations' rooms/sports hall in an orderly manner ensuring pupils are seated appropriately.
- To fully brief candidates to ensure that they are made fully aware of exam conditions before the exam commences. Including all the JCQ warnings.
- To ensure the correct identification and registration of candidates and report any absences as soon as possible to the Main Office.
- To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
- To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
- To notify candidates of examination start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in

accordance with the examination rules and regulations.



- To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.
- To respond to all queries from candidates during the examination quickly, professionally and in accordance with JCQ regulations.
- To contact the Examinations Officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
- To supervise candidates in a professional, quiet and unobtrusive manner.
- To notify the Examinations Officer of any disruptions that may occur.
To ensure that examination is carried out strictly in accordance with the guidelines set out by the Joint Examinations Board.
- To be aware of the procedures should an evacuation of the examination room become necessary.
- To supervise any candidates who may need to leave the room in accordance with the examination regulations.
- To supervise any “clash” candidates between their examination.
To ensure that examination conditions are maintained until candidates are dismissed.
- To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the exams officer/person responsible for examinations.
- To ensure that the room and desks are clear and in good order.
- To ensure that the seating plan has been signed for any examination invigilated.
- To ensure that scripts are never left unattended, that there are no missing scripts and they are safely delivered to the Examinations Officer or designated staff in the Main Office.
- To undertake training relating to the job as required.
- To undertake other related duties appropriate to the job as required, this may include assisting with Access Arrangements.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including Equal Opportunities Policy, (including Health and Safety, Data Protection.
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.



GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.



Person Specification Exam Invigilator (S1)

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attribute	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none">• Good standard of numeracy & literacy skills.	(√)	
Knowledge & Experience	<ul style="list-style-type: none">• To have worked in an environment where high levels of confidentiality are required.• To have undertaken tasks where attention to detail is essential.• Have had previous experience of invigilation.• Previous experience in working with children.• Previous experience of working in a school setting.		

<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to use common sense and initiative. • Ability to develop creative solutions quickly in response to need. • Ability to work to predetermined instructions. • Ability to make appropriate judgements. • Good interpersonal skills. • Ability to keep calm under pressure or during unexpected circumstances • Vigilant. • Ability to make appropriate judgements. 		
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	<ul style="list-style-type: none"> • Reliable, conscientious and punctual. • Be flexible, particularly over use of time to cater for pressure points • Ability to work constructively as part of a team or alone as necessary • Ability to be firm but fair at all times. • Good written and verbal skills. • Ability to communicate clearly and accurately with candidates and members of staff. • The ability to communicate through the medium of welsh. 		
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