

## **JOB DESCRIPTION**

### **EXAM INVIGILATOR**

To have a key role in upholding the integrity and security of the examination/assessment process at Lawnswood School. Under the direction of the school's Exam Office, to set up, invigilate and finish students' examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lawnswood School regulations and instructions.

#### **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.)

#### **Duties before exams**

- Report to and be briefed by the exams officer prior to each exam
- 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

#### **Duties 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

#### **Duties 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
- Supervise exam-timetable-clash candidates between sessions  
facilitate access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks

Experience of invigilation is not required as training in the role and duties of an invigilator will be provided. To confirm their availability in advance of main exam periods. The hours of work are based upon negotiation and agreement as required during exam seasons. Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.