

JOB DESCRIPTION

| | |
|------------------------|---|
| Job Title: | Examination Invigilator |
| Responsible to: | Examinations Officer |
| Post purpose: | To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lutterworth High School instructions. |
| Hours of Work: | Hours will be on an ad-hoc basis and may vary greatly throughout examination periods. Exact dates and times will be agreed prior to each examination session. |

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCTV cannot be used to invigilate candidates. Invigilators have a key role in upholding the integrity of the external examination/ assessment process. The role of the invigilator is to ensure that the examination is conducted according to these Instructions in order to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities*
- b) ensure the security of the examination materials before, during and after the examination*
- c) prevent possible candidate malpractice*
- d) prevent possible administrative failures.*

[Taken from JCQ ICE 24/25 section 2:12]

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main examination 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 examination 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.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Lutterworth High School regulations and requirements.

Before examinations

- Report to and be briefed by the exams officer prior to each exam session
- 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 examination conditions
- Give full attention to conducting the examinations properly
- 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

During examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination 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

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year (prior to invigilating any external examination in a new academic year)
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced CRB disclosure, satisfactory references and medical clearance.



| Person Specification | Essential | Desirable | How assessed |
|---|---|------------------------------|--|
| Qualifications Good standard of written and spoken English equivalent to Functional Skills Level 1 or above | ✓ | | App/Int |
| Experience Previous experience of invigilation Previous experience of working in an educational establishment Customer care experience Clerical experience Working as a team member | | ✓ ✓ ✓ ✓ | App/Int App/Int App/Int App/Int App/Int |
| Personal Skills and Qualities Be a confident and reassuring presence to candidates in the exam room Have effective verbal and written communication skills Ability to work flexibly Reliable and dependable Punctual A desire to do things to the best of your ability Attention to detail Be vigilant Ability to work as part of a team with other invigilators and staff. | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | | App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int |
| Other Requirements An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations Commitment to safeguarding the welfare of students Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 | ✓ ✓ ✓ | | App/Int App/Int Med |

Key:

App – Application Form

Int – Interview

Med – Medical Questionnaire