

All Hallows Catholic College

A Voluntary Academy

Aspire not to have more but to be more

Brooklands Avenue, Macclesfield, Cheshire SK11 8LB | Telephone: 01625 426138 | admin@allhallows.org.uk | www.allhallows.org.uk

Principal - Mr T Beesley

EXAM INVIGILATOR

JOB DESCRIPTION

Reporting to: Examinations & Data Manager

Hours of Work: By Agreement

Job Purpose:

Exam Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates, following the requirements of the JCQ, awarding bodies and the Academy in invigilating internal and external examinations.

The Role of the Invigilator

To ensure that examinations are conducted according to the regulations to:

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

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
- To also be fully aware of the principles of safeguarding as they apply to children and young adults

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills when dealing with young people in a potentially stressful situation
- work well as part of a team
- be able to give instructions and manage situations involving different groups of people
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations



Honourable Purpose



Respect



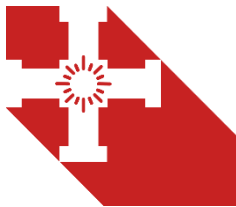
Compassion



Co-operation



Stewardship



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Main Duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and All Hallows Catholic College regulations and requirements.

Before Examinations

- Report to and be briefed by the Exams and Data Administrator 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, where required and where able, other duties requested by the Exams & Data Administrator, 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'



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