

## Exam Invigilator - (SCH 443)

### Job Description

#### Overall purpose of role:

- Act as exam invigilator for GCSE Modules/GCSE; GCE “A” Level and other examinations
  - Ensure smooth running of examinations and compliance with examination procedures.
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#### Person specification:

- Ability to remain calm under pressure or unexpected circumstances
  - Accuracy and attention to detail
  - Ability to communicate with candidates and members of staff
  - Flexible approach to work
  - Keen to undertake training and develop skills
  - Ability to work to predetermined instructions
  - Ability to judge when a decision is not yours to make
  - Patient, tactful and approachable
  - Reliable and punctual
  - Good organisational skills
  - Basic computer skills
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#### Duties and Responsibilities:

- Collection of exam materials and papers from Exams Cupboard 30/45 minutes prior to start of examination
  - Setting up of examination room in accordance with JCQ regulations, including displaying necessary warning posters and seating plans, distributing desk numbers and marking up whiteboards
  - Accurate distribution of examination papers (can be up to 300 candidates sitting several different papers in one session)
  - Assisting with entrance and seating of candidates under examination conditions
  - Starting and finishing examinations in accordance with regulations
  - Logging in up to 20 computers for students who need to word process
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- Patrol aisles during exam and be vigilant to ensure no cheating, malpractice or communication of any kind takes place between candidates. At all times remaining unobtrusive i.e. noiseless shoes, plain clothing
  - Monitor pupils requests for extra paper, dropped pencils, need for water, tissues, toilet trips etc.
  - Collect in all question papers, answer booklets and inserts at the end of the exam, in the correct order, whilst still ensuring that candidates observe exam conditions i.e. no communication of any kind
  - Dismissal of candidates under examination conditions
  - Sort papers before return of all stationery and equipment to Exams Cupboard
  - Assistance with supervising candidates who need to be kept in isolation
  - Assistance with packing of examination scripts for dispatch to examiners
  - Acting as a 'roaming invigilator' between exam rooms
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## Working Hours

- Morning sessions: Exams start at 9.00am, invigilators will arrive at 8.15am for large venues, and at 8.30am for classrooms to allow for adequate time to set up the room and issue candidates with their papers
- Afternoon sessions: Exams start at 1.30pm, invigilators will arrive at 12:45pm for Sports Hall, Assembly Hall and Gym, and at 1.00pm for classrooms
- Duration: Published exam lengths usually between 1 hour and 2.5 hours, plus 25% extra time for certain candidates
- Additionally you may be booked for script packing after either session (approx. 11.00-12.30 for morning sessions, and 3.30pm and 5.00pm for afternoon sessions) or for supervising candidates between morning and afternoon exams

*We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. Enhanced DBS clearance is required for all successful applicants.*

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