



# **St Edmund Campion Catholic School**

## **Exam Invigilator**

### **JOB DESCRIPTION**

**To model Catholic moral purpose and an enthusiasm for making a positive difference for children and to engender in others the belief that schools have a crucial role to play in changing lives and improving life chances.**

*St. Edmund Campion Catholic School exists as part of a partnership of home, parish and school, which together educate and pass on the Faith to our children. We aim to assist parents in their God given role as educators by providing a Catholic secondary education.*

*As a Catholic school, our aim is to develop a community which is based on the teachings of Jesus Christ and guided by the Holy Spirit. It is a community based on love, trust and respect, in which young people develop as fully integrated persons in Christ.*

*Together we strive for every member of our community to achieve their full potential, academically, personally and spiritually in the atmosphere of high quality personal relationships.*

**Job Title:** Exam Invigilator

**Grade:** GR2 (£12.71 per hour + accrued holiday pay at 12.07%)

#### **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
- Invigilators are required to confirm their availability in advance of main exam 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 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

#### **Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Edmund Campion Catholic School regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

#### **Before exams**

- 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 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

### **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

### **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
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam 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'