



## **Job Description**

### **Casual Exams Invigilator**

The post holder will report to the Examinations Officer, Business Manager and Deputy Headteacher responsible for Exams. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, Senior Leadership Team, teaching staff, other support staff, parents and pupils.

### **Main purpose of the post**

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

To have a key role in upholding the integrity and security of the examination/assessment process.

### **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.

### **Main duties and responsibilities:**

#### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session.
- To keep confidential exam question papers and materials secure before, during and after exams.
- To ensure that exam rooms are set up according to school requirements.
- To admit candidates into exam rooms under formal exam conditions, alongside the Senior Leadership Team.
- To identify candidates and seat candidates according to the required arrangements.

- To distribute the correct question papers and exam materials to candidates.
- To instruct candidates in the conduct of their exams alongside the Senior Leadership Team.
- To deal with candidate questions.
- To start exams.

### **During exams**

- To supervise and observe candidates at all times and be vigilant throughout exams.
- To keep disruption in exam rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruption or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

### **After exams**

- To instruct candidates when finishing their exams and collect exam scripts and exam materials.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts and match these details on the attendance register alongside the Exams Officer.
- To securely return all exam scripts and exam materials to the exams officer.

### **Other tasks**

- To undertake training, update and review sessions as required.
- Prior to invigilating any exam in a new academic year, to undertake relevant online invigilator training and assessment for that academic year.
- To undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clashes for candidates between exam sessions.
  - facilitating access arrangements for candidates - for example, as a reader, scribe etc. Full training for such tasks will be provided.
  - other exams-related administrative tasks, including maintaining question paper security by supporting the 'second pair of eyes' check.

## General

- To attend training and administer basic first aid as and when required.
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.
- To undertake all duties with full regard to the Health and Safety at Work Act.
- To contribute to the overall ethos, work and aims of the School and Trust.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Wythenshawe Catholic Academy Trust's existing policies, including child protection, health and safety, equality and data protection.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

## Person Specification

Casual Exams Invigilator

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
<b>Experience</b>		
Basic IT skills (that is, to be familiar with the use of mail, mobile phone messaging, etc.)	E	A/I/R
<b>Knowledge/Skills/Abilities</b>		
Ability to relate well to children and parents	E	A/I/R
Ability to work as part of a team	E	A/I/R
Be reliable, flexible and readily available during the main exam periods	E	A/I/R
Have effective communication skills and good interpersonal skills.	E	A/I/R
Be able to give instructions and manage situations involving different groups of people	E	A/I/R
<b>Personal styles/Behaviour</b>		
To act with the utmost integrity at all times	E	A/I/R
Be confident and a reassuring presence to candidates in exam rooms. required.	E	A/I/R
Demonstrate awareness and commitment to upholding all Trust policies.	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times.	E	A/I/R
To uphold the Catholic ethos of the School	E	A/I/R
Willingness to consent to and apply for an enhanced disclosure and barring list check.	E	A/I/R
To uphold all aspects of safeguarding.	E	A/I/R

**Application/Interview/References/Selection Process:** CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**