



Park High School

Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details: On demand, As and When Casual Contract

Casual Exams Invigilator

Responsible to Examinations Officer

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

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Park High 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 Examinations Officer/Lead Invigilator 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 examinations 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 job related duties requested by the Examinations Officer appropriate to the grading of the post to meet the changing needs of the School, 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'
- Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.

April 2024

PERSON SPECIFICATION



Criteria	Essential	Desirable
Qualifications and Training		<ul style="list-style-type: none"> 5 GCSE s at grade 4 or above including Mathematics and English (or equivalent level 2 qualifications)
Experience		Experience of working or Volunteering in an educational Environment
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> Ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of people Ability to work under pressure and prioritise tasks effectively Ability to use own initiative Good organisational skills Ability to work confidentially and with discretion Reliable, flexible and readily available during main exam periods 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 Basic IT skills (familiar with use of email, mobile phone messaging etc.) Awareness of Data protection issues and confidentiality Have meticulous attention to detail 	
Other Requirements	<ul style="list-style-type: none"> Committed to the principles and practice of equal opportunities. Committed to student welfare and safeguarding principles. A flexible approach and positive outlook. Professional attitude to work and a “can do” approach; with a willingness to work as part of a team To relate positively to students and be helpful and patient 	