



Invigilator Job Description

Reporting to	Exams Officer	Hourly pay rate	£10.35 (plus holiday pay)
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Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- have experience of understanding and following regulations and procedures
- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms
- be willing and able to use IT where required for specific exams
- be available for internal and external exam periods (see below)
- be comfortable addressing large groups of students in an exam setting

Internal Exam Periods

December for Year 11 and 13 mock exams.

External Exam Periods

November for GCSE English & Maths resits
January/February for BTEC exams
May/June for GCSE and A level Public exams

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding bodies and Presdales school instructions and to play a key role in upholding the integrity of the examination/assessment process. Detailed information regarding the role of an invigilator follow on pages 2 and 3 of this document.

Additional Duties

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer.
- Supervision of exam timetable clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example acting as a reader, scribe etc. (full training will be provided)



Invigilator Job Description

Invigilator Duties

Note: A lead invigilator is the invigilator who takes the lead for a particular exam as allocated by the exams officer. Any invigilator could be given this role providing they have the required training, experience and have agreed they are comfortable to carry out this role. Anyone who is lone invigilating assumes the role of lead.

	Lead Invigilator	Other Invigilators
Before Exam	<ul style="list-style-type: none"> o Arrive punctually (1 hour before exam start time) Time may vary depending on size of exam. o Ensure the security of confidential exam materials at all times o Carry out exam room check and inform EO of any issues you are unable to resolve. o Help/allocate staff to distribute exam papers and other equipment o Double check ALL papers are correct against the seating plan. o Help supervise candidates' quiet and orderly entry to exam room and ensure that they sit in their correct seats according to the seating plan. o Ensure register is completed o Ensure pink absent forms are placed on desks of any absentee students. o Ensure any absentees are made known to the EO so they can be investigated. o Ensure all watches are removed from wrist and placed on desk. o Ensure candidates have no unauthorised items e.g. glasses cases, calculator covers, packaging, etc. o If a student thought to be absent arrives late, inform EO immediately by text message. o Read the full announcement to candidates. o Please announce clearly the length of the exam/s and when it/they begin o Have mobile phone switched on and on silent in order to be able to contact and be contacted by EO. o If necessary Remind pupils of expected conduct and report misconduct immediately 	<ul style="list-style-type: none"> o Arrive punctually (1 hour before exam start time) Time may vary depending on size of exam. o Ensure the security of confidential exam materials at all times o If required, help distribute exam papers and other equipment o Assist lead invigilator in double checking all papers if required o Help with candidates' quiet and orderly entry into exam room and ensure that they sit in their correct seats according to the seating plan. o Complete attendance register if required o Place pink absence forms on desks if required o Ensure candidates have no unauthorised items e.g. glasses cases, calculator covers, packaging, etc. o Any other duties as required by the Lead Invigilator o Ensure your mobile phone is switched off and away o If necessary Remind pupils of expected conduct and report misconduct immediately
During Exam	<ul style="list-style-type: none"> o Walk around the hall, keeping candidates calm and on task o Ensure staff are distributed around the exam hall 	<ul style="list-style-type: none"> o Walk around the hall, keeping candidates calm and on task o Be alert to candidates' requests



Invigilator Job Description

	<ul style="list-style-type: none"> o Be alert to candidates' requests o Ensure any incidents are logged in the Exam Incident book. E.g.: Late arrivals/Rest Breaks/Toilet Breaks/Disturbances o Ensure Seating plan is marked clearly with any changes and any absences o Ensure that invigilator numbers are kept at the correct ratio at all times. Call EO for cover if needed. 	<ul style="list-style-type: none"> o Log any incidents in the Exam Incident book. E.g.: Late arrivals/Rest Breaks/Toilet Breaks/Disturbances o Mark seating plan clearly with any changes and any absences
<p>After Exam</p>	<ul style="list-style-type: none"> o Clearly inform student when their exam has finished. o Arrange the collection of question papers and exam materials ensuring that candidates have completed all the required details on the front of the paper. o Supervise the orderly exit of candidates from the exam room o Ensure exam papers are sorted correctly (Externals = candidate number order / Mocks = by subject teacher) This includes ensuring any word processed scripts are printed and placed inside the candidate's question paper. o Ensure the Exam Room box is in order and inform Exams Officer of any items that need replacing. o To securely return all exam scripts and materials to the exams officer. o Ensure the exam room is left tidy. o Ensure you have signed master seating plan, exam room checklist and any other relevant forms have been completed. 	<ul style="list-style-type: none"> o Ensure all students stop writing at the end of the exam. o Collect in question papers and exam materials ensuring that candidates have completed all the required details on the front of the paper as you do so. o Supervise the orderly exit of candidates from the exam room o Help to collect exam papers as instructed (Externals = candidate number order / Mocks = in classes) This includes ensuring any word processed scripts are printed and placed inside the candidate's question paper. o Ensure the Exam Room box is in order and inform Exams Officer of any items that need replacing. o Ensure the exam room is left tidy o To securely return all exam scripts and materials to the exams officer. o Ensure you have signed the master seating plan and exam room checklist. o Leave the exam room only with permission from the invigilator in charge