



# MALBANK SCHOOL AND SIXTH FORM COLLEGE

## EXAM INVIGILATOR JOB DESCRIPTION

The role of the invigilator is to ensure that the examination is conducted according to JCQ and Malbank School and Sixth Form College instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Training will be provided.

### Before exams

- To report to the Exams Officer prior to each exam session.
- To keep exam papers and materials secure at all times.
- To ensure exam rooms are set out to standard.
- To admit candidates into exam rooms.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute exam papers and materials to candidates.
- To deal with candidate queries.

### During exams

- To supervise candidates at all times and be vigilant throughout exams.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any irregularities.
- To complete attendance registers.
- To deal with candidate queries.

### After exams

- To collect exam scripts.
- To dismiss candidates from the exam room.
- To return exam scripts and other materials to the Exams Officer.

### Other

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the Exams Manager/Officer, for example:
  - Supervision of clash candidates between exam periods
  - Providing support for candidates with access arrangements e.g. as a reader, scribe
  - Exams-related administrative tasks
  - This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the school and only after consultation with you.

### Person specification

- Experience  
Experience of working or studying in a secondary education environment - desirable
- Specific skills and knowledge  
An understanding of examination processes - desirable  
Effective oral/written communication skills - essential  
Good numeracy skills - essential

- Personal attributes  
Accuracy and attention to detail - essential  
Flexible approach to work - essential  
Ability to relate to academic staff and students - essential  
Ability to work under pressure and to tight deadlines – essential

**Working hours:**

Between 08:00 and 15:00, however, you might be asked to work outside of these hours.

**Salary/Contract:**

£9.43/casual

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the school as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the school's Equality and Diversity Policy and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the school's mission and strategic objectives and to demonstrate its values through their behaviour.