



## **Gordon's School**

### **Exam Invigilator – Job description**

**Hours:** Worked on a casual basis throughout the year with the majority of the exams taking place during January, March, May, June and November. Invigilators are scheduled on a session by session basis according to their availability. Morning sessions start at 8am and afternoon sessions start at 1pm.

**Salary:** £8.95 per hour plus holiday allowance (£10.03 ph total)

**Reports to:** Examinations Officer

### **Main Purpose of the Job**

Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board and that Gordon's candidates sit examinations in the same conditions as other candidates throughout the country.

### **Duties and Responsibilities**

This is not a definitive list but indicative of the duties involved.

#### **Before the Exam**

- Pick up stationery boxes from Exam Officer
- Put up regulation notices and clocks in the exam room
- Set out seating labels in accordance with the seating plan
- Write the centre number and exam times on the white board
- Set out answer booklets on desks before candidates are allowed to enter, unless candidates are to write on the question paper/booklet
- Complete and sign exam register

#### **At the start of the Exam**

- Ensure that candidates' bags and coats are left in the designated location and not next to or with the candidates
- Register candidates into their seats, as according to the seating plan
- Confirm the identity of the candidates
- Read regulations and procedures set out by the exam board to candidates
- Ask if any candidate has a mobile phone on their person to hand it in immediately
- Read subject specific instructions to candidates
- Open question papers in front of candidates
- Distribute question papers to candidates
- Ensure the correct papers are given to the correct candidates
- When the register has been taken, the list of absent candidates needs to be sent to the School Office immediately, so candidates can be contacted

#### **During the Exam**

- Supervise all aspects of the exam and remain vigilant throughout
- Complete the seating plan
- If a candidate arrives late, warn them that the exam board may not accept their script
- If a candidate requests to leave the exam room for a bathroom break, they must be accompanied at all times and name and time noted down on the invigilation sheet
- If suspicion arises that a candidate may be cheating in some way, speak to the Senior Invigilator and together then speak to the candidate

- All instances must be recorded, including late arrivals, cheating, mobile phones etc.
- Ensure candidates stay for the full duration of the examination

#### **At the end of the Exam**

- Ensure all scripts are collected in candidate order
- Collect all exam papers before candidates are allowed to leave the exam room
- Dismiss candidates one row at a time, after all scripts/answer booklets and question papers have been collected
- Return all scripts and exam material, boxes, notices, clocks to the Exam Officer

#### **Special factors**

- All invigilators will be required to attend an annual training course at the school
- All invigilators will be required to read and sign the up to date Joint Council for Qualifications (JCQ) Code of Conduct
- There is an opportunity for invigilators to assist students who may require additional assistance such as a reader or scribe; full training would be provided for those interested

#### **Person Specification**

The ideal candidate will be:

- Reliable
- Conscientious
- Flexible

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including an enhanced DBS check.*