

PARADIGM TRUST	
JOB DESCRIPTION	
POST TITLE: Exam Invigilator	SALARY SCALE: Scale 2, Point 11 - £8.19 per hour (claimed by timesheet) Casual hours
	NAME OF ACADEMY: Ipswich Academy
RESPONSIBLE TO:	Examinations Officer
RESPONSIBLE FOR:	N/A

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:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Main duties:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ipswich Academy protocols
- To play a key role in upholding the integrity of the examination/assessment process

Before exams:

- To report to and be briefed by the Examinations Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

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 in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check that candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other:

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example:
 - supervision of 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

Inspections:

- It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced, and inspectors can walk in at any time. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the Principal/Examinations Officer.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Signed _____
Postholder

Date _____

Signed _____
Chief Executive Officer

Date _____

PERSON SPECIFICATION Examinations Invigilator		
	Application	Interview
Personal Qualities/Skills Required		
Good command of written and spoken English	X	
Confidence and ability to communicate with staff and pupils		X
Experience of working with teenagers/young adults (Desirable but not essential)	X	
An understanding of how to manage behaviour in a positive way		X
The ability to be flexible	X	
The ability to follow instructions		X
The ability to work as part of a team		X
Reliability and punctuality		X
The ability to keep calm under pressure		X
Common sense and initiative		X
Accuracy and attention to detail	X	
Additional		
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment. (Essential)	X	X
The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust. (Essential)		X