

## UPLANDS COMMUNITY COLLEGE

### JOB DESCRIPTION

<b>SCHOOL:</b>	Secondary
<b>POST:</b>	Senior Examinations Invigilator
<b>GRADE:</b>	Single Status Grade 4
<b>RESPONSIBLE TO:</b>	Examinations Officer/Headteacher

### Main Purpose of the Job

To be part of a team of invigilators in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

### Main Functions

1. In the absence of the examinations officer, to liaise with the caretaker to ensure the room is set out appropriately.
2. To ensure that the examination room meets JCQ requirements by checking, prior to the arrival of the candidates, that:
  - there are enough invigilators present;
  - heating, lighting, ventilation and levels of extraneous noise are acceptable;
  - no display materials that might be helpful to candidates are visible;
  - the centre number and a reliable clock of readable size are visible to each candidate;
  - the *Warning to Candidates* is displayed both inside and outside the examination room;
  - the *Notice to Candidates* is displayed in a public place outside the examination room;
  - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
3. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
4. To ensure correct identification of all candidates.
5. To take all reasonable steps to ensure that:
  - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided;
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted;

- candidates have all the necessary material to enable them to complete the examination.
- 5 To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
  - 6 To open the packet of examination papers and issue the papers to Candidates.
  - 7 To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
  - 8 To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
  - 9 To contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.
  - 10 To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
  - 11 To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.
  - 12 At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers, and that no scripts are missing.
  - 13 After collation, to ensure the scripts are never left unattended and are handed to the person responsible for despatching the scripts to Examiners.
  - 14 To collect all unused stationery in the examination room and return it to the Examinations Officer.
  - 15 To ensure that the room is left in a tidy condition.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.