

Invigilator Role Profile

Reporting to	Examinations Manager	Hourly pay rate	Lead £13.58 Smaller Venue £13.15 Support £12.71
Hours of work	By negotiation and agreement during windows of opportunity for external exams and internal assessments as directed by the Examinations Manager		

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 reliable, flexible and readily available during the main examination periods
- ▶ have effective communication skills and good interpersonal skills
- ▶ work well as part of a team
- ▶ excellent attention to detail, organised, structured and comfortable under pressure
- ▶ be confident and a reassuring presence to candidates in exam rooms
- ▶ have basic IT skills (familiar with use of email, MS Office applications, mobile phone messaging etc)

Main duties

Invigilators are the people in the examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/internal assessment process.

1. To conduct external examinations/internal assessments in accordance with the Joint Council for Qualifications (JCQ), awarding body and George Abbot regulations and requirements
2. Ensure all candidates have an equal opportunity to demonstrate their abilities
3. Prevent possible candidate malpractice
4. Prevent possible administrative failures
5. Understanding and commitment to the safeguarding and welfare of students in the examination/assessment process

Before exams

- ▶ To report to and be briefed by the exams 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, including reporting any safeguarding concerns of both students and staff to the Examinations Manager
- ▶ 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 candidates' names on the exam scripts, match the details on the attendance register
- ▶ To securely return all exam scripts and exam materials to the Examinations Manager

Other

- ▶ To apply for an enhanced DBS and to sign up to the online Update Service (annual requirement)
- ▶ To complete all requests from our HR and Finance Teams
- ▶ To complete and sign off to the annual mandatory declaration reading of policies and presentations
- ▶ To attend Exams training, update or review sessions as required
- ▶ To undertake, where required and where able, other duties requested by the Examinations Manager, 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

All employees of Learning Partners Academy Trust (LPAT) are expected to follow the employee code of conduct and are thereby required to have due regard for safeguarding, data protection, health and safety in the workplace regulations, promote equal opportunity, exercise professionalism and uphold the values of member schools and LPAT.