



## **Mount St Mary's College / Barlborough Hall School**

### **Job Description**

<b>Job Title:</b>	Exam Invigilator
<b>Location:</b>	Mount St Mary's College, Spinkhill
<b>Hours of Work:</b>	8:30 am – 4.30 pm (Monday – Friday)
<b>Responsible to:</b>	Examinations Officer/ Deputy Head (Academic)

### **Job Purpose**

Deliver and invigilate all external examinations within the school, and abide by Examination Board rules and regulations, ensuring that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

### **Main duties and responsibilities**

#### **The post holder will:**

- Help provide the correct information and material for successful completion of the exam.
- Help ensure that the conduct of the exam takes place within the JCQ guidelines (relevant documents will be supplied)
- Be vigilant, whilst not disrupting the candidates.
- Refer to the Examination Officer if it is suspected that malpractice is taking place.
- Ensure a calm environment which will give the pupils the best possible opportunity to be successful in their exams.
- Help organise students at the start and end of each exam.

## **Main Duties:**

One person will be nominated as lead invigilator for each session. It is their duty to ensure correct exam procedure is being followed and invigilators are supported/ advised.

At the start of an examination, one invigilator should act as 'door person'. That person should ensure that the students enter the hall, in seating plan order, making sure that no bags or inappropriate items are brought into the examination hall, such as mobile phones, MP3 players, iPods, revision notes etc.

The lead invigilator should make an 'Invigilator's Announcement', at the beginning of the examination. This is a very quick check list for the students, ensuring they have the correct paper (subject, unit etc.). A copy of the JCQ 'Suggested Wording for the Invigilator's Announcement' will be provided. Then the exam may begin.

Attendance registers should be marked 30 minutes after the start of the examination. The lead invigilator, or a member of the exams team, will take responsibility for this.

Starting and finishing times, for exams, should be displayed on the boards, this will include any extra time.

Invigilators are there to be vigilant. They must not carry out any other task (e.g. reading a book or marking), in the examination hall.

If there is a disturbance to the exam, the lead invigilator should deal with the situation. However, another invigilator should take a note of the time the disturbance started and the time it finished, so that a report can be submitted to the Examination Board. The Examinations Office should be contacted immediately.

Students may not leave an examination during the first hour or last half hour of an examination (unless escorted for exceptional reasons, always check with the lead invigilator).

At the end of examinations, make sure answer booklets have been completed correctly, and, if necessary, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.

Exam scripts need to be collected in order, by candidate number. A member of the exams team will advise collection procedures.

In the event of any discrepancy or irregularity in the progress of an examination, a verbal report should be given Rachel Nelson (Examinations Officer), immediately.

Invigilators must be familiar with the JCQ 'Warning to Candidates', 'Information for Candidates', and 'Mobile Phone Poster' – copies will be supplied.

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.

## **Hours Required:**

Examinations take place during periods from January until June each year and length of sessions can vary, although you will always need to be available for the beginning of each session and for its duration. We are looking for people who can commit to at least four sessions per week, but the sessions can vary week on week.

### Morning Session

9:00 am – 12:00 noon (NB Lead invigilators arrive by 8:30 am - invigilators arrive by 8.40am)

### Lunch

12:00 noon – 1:00 pm

### Afternoon Session

1:30 pm – 4.30pm (NB Lead invigilators arrive by 1:00 pm - invigilators arrive by 1:10 pm)

End of exam day – 4.30 pm

## **All School staff are expected to:**

- a. Work towards and support the School's vision and the current objectives
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity
- d. Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process
- h. Undertake other reasonable duties commensurate within the grade as required from time to time

***Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

## **PERSON SPECIFICATION**

The post holder must:

- Good command of written and spoken English
- Be confident and able to communicate with staff and pupils
- Good team member and also work on own initiative
- Be suitable to work with Children and Young People

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

Prepared March 2017