

At Mount St Mary's College we seek, for the greater glory of God, to achieve an improvement in living and learning for our pupils, forming them into men and women for others who will use their education to contribute to the common good. The Exam Invigilator support this by ensuring the smooth, safe and efficient operation of exams undertaken by pupils.

## Exam Invigilator Job Outline:

Exam Invigilators conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Mount St. Mary's College regulations and instructions. Exam Invigilators have a key role in upholding the integrity and security of the examination/assessment process and providing students with the best possible opportunity to be successful in their exams.

## Key Competencies:

- Organisation skills
- Administrative skills
- Confident communicator
- Reliable and punctual
- Flexible and readily available during main exam periods
- Problem solving
- Personal competencies (soft skills)
- Work effectively both independently and as part of a team
- Be able to give instructions and manage situations

## Key Responsibilities / Accountabilities:

- Ensure the successful operation of the exams process by following the correct exam procedure.
- Act as lead invigilator when required, typically this will be just 1 invigilator each session, therefore support when it is not yourself.
- Ensure exam rooms are set up according to the requirements.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Supervise and organise students at the start and end of each exam. Act as "door person" when required, ensuring the seating plan is followed and only appropriate items are brought into the exam room.
- Ensure that students remain under formal exam conditions when in the exam room and are quiet and orderly before entering and after leaving the exam room.
- Identify candidates and seat candidates according to the required arrangements.
- If required make the 'Invigilator's Announcement', at the beginning of the exam.
- Take the attendance register for the exam.
- Distribute question papers, answer booklets and appropriate materials.
- Help provide the correct information and material for successful completion of the exam.
- Ensure that the conduct of the exam takes place within the JCQ guidelines (relevant documents will be supplied).
- Supervise and observe candidates at all times. Be vigilant, whilst not disrupting the candidates.
- Ensure focus is on the invigilation and coordination of the exam and no other non-related tasks are undertaken (i.e. reading a book).
- Ensure any irregularities or emergencies are dealt with appropriately and immediately, ensuring these are recorded on the incident log
- Refer to the Exams Officer if it is suspected that malpractice is taking place or a student is in possession of an unauthorised item.
- Ensure a calm environment which will give students the best possible opportunity to be successful in their exams.
- Escort and supervise students who may need to leave the exam room in an emergency or need to remain under supervision due to exam clashes.

- Respond appropriately to student queries in accordance with exam regulations
- Run exam rooms that facilitate access arrangements for students
- At the start or end of exams, make sure the front cover of answer booklets have been completed correctly.
- Collect exam scripts in order, by candidate number. The Exams Officer will advise collection procedures.
- In the event of any discrepancy or irregularity in the progress of an exam, a verbal report should be given to the Exams Officer.
- Invigilators must be familiar with and understand the JCQ Instructions for Conducting Examinations (ICE) booklet and the 'Warning to Candidates', 'Information for Candidates', and 'Unauthorised Items' posters – copies will be supplied.
- Invigilators will also be required to complete full training after appointment and refresher training each year.

Attitudes and Qualities:	Skills and Knowledge:
<ul style="list-style-type: none"> <li>• Committed individual with an interest in Jesuit education</li> <li>• Positive and flexible approach to working with others</li> <li>• Ability to take initiative</li> <li>• Strong sense of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding within a school setting</li> <li>• Strong organisational skills</li> <li>• Communication</li> <li>• Administration skills</li> <li>• School Policies</li> </ul>

This list is not exhaustive and additional responsibilities may be assigned which are reasonable in order to deliver aims of the School. This document will be reviewed periodically and is subject to modifications where appropriate.