

LITTLE HEATH SCHOOL



JOB DESCRIPTION: Whole School Support Staff

Job Description: Exam Invigilator

Job Title: Invigilator

Grade/Salary Range/Hours: **WB Band C SP3-5** (Timesheet basis), days and hours will vary and some early mornings and late afternoons will be required

Report to: Examinations Officer

Job Purpose: Invigilators will:

Main Duties:

The Invigilator is employed as a member of the school support staff to supervise students taking examinations. Working under the supervision, directly or in some cases indirectly, of the Examinations Officer. You will supervise candidates taking internal or public examinations, so as to ensure compliance with the boards' examination regulations. The vital element of the role of an Invigilator is to support our pupil body, and one part of this is to assist pupils who have any Special Educational Need or Disability (SEND).

Some of our pupils have extra time for their examinations, some have rest breaks to support their needs, others may need text read aloud to them by an invigilator in order to help them process information.

One other need is that of a scribe, whereby our invigilation team receive training to show them how they can support pupils for whom writing is a challenge. An invigilator is placed with a pupil and writes what the pupil says to them.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Before Exams:

- To prepare and assist the Exams Officer with the preparation of the exam hall and other exam rooms, ensuring rooms meet exam requirements.
- To ensure that candidates are aware they are under exam conditions, retrieve mobile phones, electronic devices etc.
- Assist with candidate entry into the room, check ID, set the tone in a supportive manner and ensure students enter quietly and efficiently.
- Ensure that late candidates are briefed, seated and allowed to partake in the exam with minimum disruption.
- Ensure that candidates have correct papers.
- The Lead Invigilator will open and distribute papers and other authorised materials to candidates.
- The Lead Invigilator will read out erratum notices when necessary.
- The Lead Invigilator will notify candidates of the start and finish times of the exam.
- The Lead Invigilator will record start and finish times of the exams.

During Exams:

- Be vigilant at all times during the exam.
- Supervise candidates in a quiet and unobtrusive manner, respond to candidate queries in accordance with exam regulations and distribute additional paper/equipment as required.
- Report any serious concerns to a member of SLT/Exams Officer immediately.
- The Lead Invigilator will ensure the attendance register is completed.

After Exams:

- Collect all scripts and associated materials at the end of each exam and ensure that there are no missing scripts.
- Record and notify the Lead Invigilator/Exams Officer of any malpractice in line with the JCQ Policy.
- Supervise candidates held in quarantine before or after exams.
- Check registers against scripts and collate scripts in attendance register order.
- Ensure scripts are not left unattended and are safely delivered to the Exam Officer.
- Report any minor concerns to Exams Officer/member of SLT (during PPEs)

Other duties

- To attend and participate in relevant meetings/training as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- Arrive on time for the requested sessions.
- To undertake any other duties commensurate with the status of the post, as deemed necessary by the Senior Leadership Team.

No budgetary responsibility

***These are based on the West Berkshire Contract for School Support Staff, as amended for this particular post. The primary amendments are:**

- (1) Work is offered on an occasion ("casual") basis, according to the needs of the school at any particular time. Work is likely to be offered for up to six hours per day, during examination periods of the school year. Please note that Support Staff are not paid for lunch breaks. The school will endeavor to provide at least one day's notice in advance of requirements and Invigilators are asked to give at least a day's notice about when they are available for work.
- (2) The security of an examination is paramount, and Invigilators undertake never to leave an exam unsupervised or to leave an examination with less supervision than the minimum required by Regulations.