

Grading

Job Description and Employee Specification

<u>Job title:</u> Examinations Invigilator	<u>Service area:</u> Education, Learning & Achievement
<u>Post number:</u>	<u>Division:</u> Education - Schools
<u>Grade:</u> 2	<u>Section/team:</u> Baysgarth School
<u>Overall purpose of job:</u>	
To be responsible for the administration and organisation of all aspects of external examinations in accordance with regulations laid down by the relevant awarding bodies.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u>	
1. To exercise a constant surveillance over the examination process ensuring that candidates are abiding by the examination requirements. 2. To carry out responsibilities with the minimum of distraction to candidates. 3. To assist in the checking of sealed packets containing examination papers correspond to the official timetable of examinations. 4. To assist in the laying out of examination papers on appropriate desks or distributed in a way that each pupil can commence the examination at the exact time stated. 5. To undertake a registration of all candidates to ensure that those present correspond to the examination entries. 6. To announce when the examination may commence and finish. 7. To ensure that the room layout corresponds to the requirements of individual examination bodies/seating plans. 8. To monitor temperature, lighting, heating and ventilation to ensure it is kept to a reasonable level and reports problems to a senior member of staff. 9. To ensure that candidates do not leave the examination hall unless with the express permission of an invigilator. In such cases candidates must be accompanied at all times by an invigilator. 10. To refer suspicious and disruptive candidates during the examination to the named Examinations Officer. 11. To collect all examination papers and associated paperwork from candidates at the end of the examination. 12. To ensure that candidates do not discuss the content of the examination paper until all the papers have been collected and they have left the examination hall. 13. To ensure that all examination papers are passed onto the named Examinations Officer at the earliest possible opportunity at the end of the examination.	

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Knowledge, skills and experience:

- An ability to remain quiet during the whole examination process.
- An ability to deal with disruptive candidates with the minimal of disruption to others.
- An understanding of the examination process.

Creativity and innovation:

There will be little room for creativity and innovation apart from dealing with candidates causing disruption during an examination.

Contacts and relationships:

Candidates listed for examinations
Other invigilators
School staff
Awarding bodies

Decision making:

Knowing when it is appropriate to refer an incident/incidents of disruption to the named Examinations Officer.

Responsibility for resources:

None

WORK ENVIRONMENT

Work demands:

There will be deadlines for examination start/finish times.

Physical demands:

Lifting of examination packets into the examinations hall.

Working conditions:

Well lit, ventilated examinations hall.

Work context:

Invigilators may be subject to verbal abuse from a minority of candidates.

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Position in organisation:

Indicate how many staff the post is directly accountable for: None

Does the postholder manage the posts No

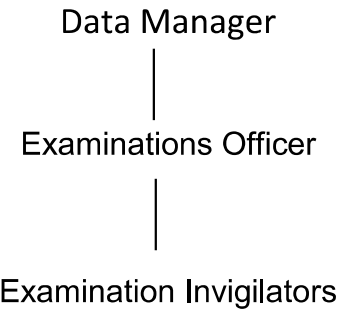
OR

Does the postholder supervise the posts No

Are posts in more than one location? No

Is the supervision/management shared with another post in the structure? No

Please indicate which post(s) N/A



Job Description Version Control	
Date evaluated	2004
Date updated	2023
Updated by (manager name)	2023
Checked by (HR name)	2023

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Good communication and organisational skills - Confidentiality and professional boundaries	
Personal Qualities	Application form (follow up at interview)
- Ability to work as part of a team, but also be able to use own initiative. - Excellent Interpersonal Skills and physically fit, e.g. the ability to stand for substantial periods of time, and accompany students when required	
Education, Training and Qualifications	Original documents
Good standard of numeracy and literacy, e.g. the ability to read and understand information on routine documentation. i.e. examination papers, registers, parcel forms etc.	
Working Arrangements	Interview
Able to be flexible	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Experience of working with students - Understanding the formal procedure of the examination process. - Ability to prioritise, meet deadlines and work under pressure	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☒	No ☐
Political restriction	
Yes ☐	No ☒
The ability to speak fluent English under the Immigration Act 2016	
Yes ☒	No ☐

Version Control	
Author	HR Policy Team
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