



## Exam Invigilator

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
<b>Reporting: to:</b>	Examinations Officer
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• To assist in the setting up of examination rooms.</li><li>• To ensure all candidates receive appropriate examination question papers and answer paper.</li><li>• To be aware of any needs that candidates may have during an examination.</li><li>• To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exam Office.</li><li>• To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.</li><li>• To maintain security and confidentiality.</li><li>• To record attendance on the official examination registers.</li><li>• To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise.</li><li>• Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.</li><li>• To ensure there is no talking or disruption for the candidates once an examination has begun.</li><li>• To ensure all candidates are seated before opening the question papers.</li><li>• To ensure that invigilators DO NOT help candidates in any way with the question paper.</li><li>• To assist in other activities as may reasonably be requested by the centre from time to time.</li></ul>
<b>Safeguarding responsibilities</b>	Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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Person Specification			
	Essential	Desirable	Method of Assessment
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Qualifications relevant to working with young people or in education (e.g. Level 2/3 Teaching Assistant, Safeguarding Training)</li> <li>First Aid certificate</li> </ul>	<i>Production of the applicant's certificates.</i>  <i>Discussion at interview.</i>  <i>Independent verification of qualifications.</i>
<b>Experience:</b>		<ul style="list-style-type: none"> <li>Previous experience as an invigilator or in an examination environment.</li> <li>Experience of working with young people or in an educational setting</li> <li>Experience of working within a team</li> </ul>	<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Effective oral/written communication skills</li> <li>Ability to follow written and verbal instructions accurately</li> <li>Good attention to detail</li> <li>Ability to remain calm under pressure</li> <li>Ability to maintain confidentiality and security of examination materials</li> <li>Able to work independently and as part of a team</li> <li>Excellent timekeeping and reliability</li> </ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of the importance of examination conditions and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of JCQ or other relevant awarding body regulations</li> </ul>	<i>Contents of the Application Form.</i>  <i>Interview.</i>  <i>Professional references.</i>



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<b>Personal competencies, qualities, attitude and behaviors</b>	<ul style="list-style-type: none"><li>• Responsible and trustworthy</li><li>• Professional and polite manner</li><li>• Vigilant and observant</li><li>• Flexible approach to work and working hours</li><li>• Committed to ensuring a calm, supportive environment for candidates</li><li>• Willingness to undergo training provided by the centre</li><li>• Empathetic to the Catholic and Benedictine ethos of the school</li></ul>		<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>
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