



<b>JOB DESCRIPTION</b>	
<b>DESIGNATION</b>	Invigilator of Public Examinations
<b>SCHOOL</b>	Hyde Community College
<b>LINE MANAGER</b>	School Business Manager
<b>SALARY / GRADE</b>	Grade A
<b>POST OBJECTIVE</b>	To support the Examinations Officer in the delivery of Public Examinations
<b>Hours</b>	Casual. Must be available May and June each year

### **Main Duties and Responsibilities**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and Hyde Community College instructions.

To play a key role in upholding the integrity of the examination/assessment process.

#### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session.
- To keep confidential exam papers and materials secure before, during and after exams.
- To ensure exam rooms are set out according to the instructions.
- To admit candidates into exam rooms.
- To identify, seat, and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.

#### **During exams**

- To supervise and observe candidates at all times and be vigilant throughout exams.
- To keep disruption in exam rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruption or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

#### **After exams**

- To instruct candidates in finishing their exams and to collect and keep secure exam scripts.
- To dismiss candidates from the exam room.
- To check candidates' names on scripts match the details on the attendance register.

- To securely return all exam scripts and exam materials to the exams officer.

### **Other**

To attend annual training, update or review sessions as required throughout the year, including Child Protection and Data Protection.

To undertake, where required and where able, other duties requested by the exams officer, including but not restrictive to:

- supervision of clash candidates between exam sessions,
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided),
- other exams-related administrative tasks.

### **Person Specification**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- Be able to demonstrate a high level of resilience when working in a pressured environment
- Excellent communication and interpersonal skills
- Good organisational and administrative skills
- Able to relate well to young people and adults
- A clear commitment to equal opportunities
- To be conscientious, hard-working, flexible, enthusiastic and reliable
- Able to work effectively as part of a team
- Able to work effectively within defined timescales
- Committed to high personal standards at all times
- Able to promote a positive ethos around school and act as a positive role model
- A sense of humour and a positive outlook.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.