CHAUNCY SCHOOL

TITLE OF JOB: EXAMS INVIGILATOR

RATE OF PAY: £9.25 plus £1.11p holiday pay = £10.36 PER HOUR

CONTRACT: Variable hours (Casual Worker)

HOURS: By negotiation during May and June each year

Closing Date: 25 January 2022

**Personal Specification, Knowledge and Experience**

Invigilaor job description template

**The information contained in this template is provided as example. Centres vary in how they recruit and what experience and duties they expect from invigilators. Points listed here are suggestions only**

***Invigilation arrangements***

*The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.* ***Invigilators have a key role in upholding the integrity of the external examination/assessment process.***

*The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:*

*• ensure all candidates have an equal opportunity to demonstrate their abilities;*

*• ensure the security of the examination before, during and after the examination;*

*• prevent possible candidate malpractice;*

*• prevent possible administrative failures.*

(***Invigilation arrangements* taken from JCQ Instructions for conducting examinations 2014/15, section 6**)

Education required: a basic general level of education

Experience is not required as training will be provided. However, the ideal candidate will

* be flexible
* be reliable and punctual
* be confident and a reassuring presence to candidates in exam rooms
* enjoy working as part of a team and able to be supportive
* be patient, calm and understanding

**Main duties**

To conduct examinations in accordance with JCQ, awarding body and Chauncy School instructions. Training will be provided.

**Before exams**

* To report to the Exams Officer prior to each exam session
* To keep exam papers and materials secure at all times
* To ensure exam rooms are set out to standard
* To admit candidates into exam rooms
* To ensure that candidates have not brought any items not allowed within the exam area, such as mobile phones.
* To identify, seat, and instruct candidates in the conduct of their exams
* To distribute exam papers and materials to candidates
* To deal with candidate queries

**During exams**

* To supervise candidates at all times and be vigilant throughout exams
* To keep disruption to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any irregularities
* To complete attendance registers
* To deal with candidate queries

**After exams**

* To collect exam scripts
* To dismiss candidates from the exam room
* To return exam scripts and other materials to the exams officer

**Other**

* To attend training, refresher or review sessions as required
* To undertake, where required and where able, other duties requested by the exams officer, for example
  + Supervision of clash candidates between exam periods
  + Exams-related administrative tasks

**To apply:**

Please complete the attached Application Form and return to Jaqui Meli, Examinations Officer, Chauncy School by email to: [admin@chauncy.org.uk](mailto:admin@chauncy.org.uk) or by post to: Chauncy School, Park Road, Ware, Herts. SG12 0DP or go onto Teach in Herts website - <https://www.teachinherts.com/>