CHAUNCY SCHOOL

TITLE OF JOB: EXAMS INVIGILATOR

RATE OF PAY: £13.95 (inclusive of holiday pay)

CONTRACT: Variable hours (Casual Worker)

HOURS: Essential availability: Throughout MAY and JUN.

 Additional sessions are available between November to April
*\*Standard sessions are 8.00am – 11.30am & 12:45pm-4.00pm but can be subject to change*

**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, reliable and punctual providing a reassuring presence to candidates in exam rooms. You should enjoy working as part of a team but also be confident working independently using your own initiative.

**Main duties**

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

**Before exams**

* To maintain the security of exam materials at all times
* To ensure exam rooms are set out to standard
* To ensure that candidates have not brought any items not allowed within the exam area, such as mobile phones or notes.
* To instruct candidates in the conduct of their exams
* To distribute exam papers and materials to candidates

**During exams**

* To supervise candidates at all times and be vigilant throughout exams
* To deal with emergencies or irregularities effectively
* To record/report any irregularities
* To complete attendance registers

**After exams**

* To collect and collate exam materials
* To return exam materials to the exams officer

**Other**

* To facilitate access arrangements where required
* 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
	+ Provide additional support to members of the exams team

**To apply:**

Please complete the attached Application Form and return to:

Jaqui Meli
Examinations & Data Manager, Chauncy School

Email at jaqui.meli@chauncy.org.uk or by post to: Chauncy School, Park Road, Ware, Herts. SG12 0DP