

**DEPARTMENT:** EXAMINATIONS  
**DESIGNATION:** EXAMINATION INVIGILATOR  
**RESPONSIBLE TO:** EXAMINATIONS & COVER MANAGER  
**POST GRADE:** LEVEL 3  
**NAME:**

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## Main Purpose of the Post

To oversee and supervise examinations in the secondary academies of the Alpha Academies Trust and to ensure the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. Examinations can be written, practical, online, externally and internally assessed throughout the academic year. Therefore, there is an expectation for invigilators to be available to work during the following months; November, December, January, February, March, April, May, June and July. You will also need to be available to attend training as and when required.

## Core Responsibilities, Tasks and Duties

To support the Examinations Department with the day to day operation of examination room(s), to include:

### I. Preparing the Examination Room(s)

- Assist with setting-up examination rooms in accordance with JCQ examination regulatory procedures and awarding organisation requirements
- Assist candidates prior to the start of the examination; including seat allocation and advising them of the possessions permitted in the examination room
- All required equipment is allotted to each examination desk.

### II. Starting the examination

- Supervise candidates into the examination room in an appropriate manner.
- Ensure the candidates have the correct examination papers and materials.
- Ensure correct identification of all candidates.
- Ensure additional candidates are added to the attendance register and deal with candidate queries
- Ensure candidates are aware they are under examination conditions.
- Read erratum notices if required
- Notify candidates of the start of the examination.
- Record start and finishing times of each examination.

### III. During the Examination

- Ensure examination attendance registers and fire registers are completed.

- Contact the Examinations Department who will in turn will contact the awarding organisation, when candidates raise a concern or problem with the paper that requires a professional judgment.
- Ensure late candidates are briefed, seated and allowed to take part in the examination with minimum fuss.
- Supervise candidates in a quiet and unobtrusive manner.
- Be vigilant at all times
- Respond to candidates queries in accordance with the JCQ/awarding body examination regulations.
- Supervise any candidates who may need to leave the examination room in accordance with examination regulations.
- Ensure candidates remain in silence
- Supervise "clash" candidates between examinations.
- Distribute additional paper/equipment as required.
- Ensure Academy policies are adhered to at all times.
- Ensure Academy fire safety evacuation procedures are followed at all times whilst on Academy premises.
- Be aware of evacuation points for every examination room.
- Deal with emergencies or irregularities effectively
- Record/report any disruptions or irregularities

#### IV. Finishing the Examination

- Ensure efficient timekeeping is maintained.
- Notify candidates that the examination is finished.
- Ensure examination conditions are maintained until candidates are dismissed from the examination room.
- Collect examination scripts
- Ensure collected scripts are never left unattended and are safely stored with the completed attendance registers in the examinations secure storage safes
- Ensure all examination scripts are accounted for and recorded on the attendance register
- Check that nothing has been left on the desk and no graffiti has been made during the examination.
- Supervise candidates leaving examination rooms
- Assist with the administration of the completed examination scripts
- Scribing and/or reading for candidates with access arrangements (after appropriate training has been completed)

#### V. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.

#### VI. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.

- VII. Safeguarding
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- VIII. Equalities
- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print name \_\_\_\_\_

## PERSON SPECIFICATION

**APPOINTMENT OF: EXAMINATIONS INVIGILATOR**

**DEPARTMENT: EXAMINATIONS**

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
<p><b>QUALIFICATIONS/TRAINING:</b> It is essential that the post holder is:</p> <ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent Including English and Maths at Grade 'C' or above.</li> </ul>	<b>A</b>
<p><b>EXPERIENCE/KNOWLEDGE:</b> It is desirable that the post holder has:</p> <ul style="list-style-type: none"> <li>Experience of working with both adults and young people.</li> </ul> <p>NB: Experience of examination experience is not required as full training will be provided.</p>	<b>A &amp; C</b>

<p><b>SKILLS AND ABILITIES:</b>  <b>It is essential that the post holder is/has:</b></p> <ul style="list-style-type: none"> <li>• Able to work accurately at all times.</li> <li>• Organised, able to keep calm under pressure, prioritise workloads and meet deadlines.</li> <li>• Be confident and a reassuring presence to candidates within the examination room</li> <li>• Able to work independently, using own initiative and within boundaries</li> <li>• Good communication skills, both oral and written.</li> <li>• Able to work as part of a team</li> <li>• Able to work effectively with people across a wide range of levels and responsibilities.</li> <li>• Tact and diplomacy.</li> <li>• Able to maintain confidentiality at all times.</li> <li>• Decisive.</li> </ul>	<p><b>C</b></p>
<p><b>ADDITIONAL FACTORS:</b>  <b>It is essential that the post holder has:</b></p> <ul style="list-style-type: none"> <li>• Willingness to undertake appropriate training.</li> <li>• Commitment to maintain high standards.</li> <li>• Awareness and sensitivity with regard to equal opportunities and race equality.</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>	<p><b>C</b></p>