



ENDEAVOUR
PERSEVERE
ACHIEVE

Emerson Park Academy

A S P E C I A L I S T S P O R T S C O L L E G E

Job Profile

Job Title: Examination Invigilator

Grade: Scale 2

Staff Managed (if any): None

Reports to: Examinations Officer

Job Purpose and Context

To support the Senior Exam Invigilator/Examinations Officer with the day to day operation of examination venues. This activity may include:

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Emerson Park Academy instructions.
2. 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
- ▶ To deal with candidate queries

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 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 training, update 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 sessions
 - ▶ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - ▶ other exams-related administrative tasks

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.*

Experience

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 flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Notes:

1. Emerson Park Academy has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
2. Emerson Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. From time to time this job profile will be subject to review with the postholder.
5. It might be a requirement of the post that Senior Management requests that the postholder undertakes first aid training and the postholder's name be added to the school list of those with such training. The expectation would be that where such training has been provided the postholder could be called upon to provide such first aid to students; colleagues or visitors to the school.

6. It might be a requirement of the post that Senior Management requests that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder could be called upon to undertake such duties during alarm activations.
7. Emerson Park Academy is fully committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share and promote this commitment and have, or acquire, the relevant abilities, skills and knowledge to carry it out.
8. The post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the postholder will be expected to undertake, an Enhanced disclosure check will be required.

Examination Invigilator Person Specification

Skills and abilities	Essential	Desirable	Assessed by
An understanding of examination processes		✓	Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by teachers	✓		Interview
Ability to demonstrate respect for students and be able to listen to their views	✓		Interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
Qualifications and experience			
Experience of working or studying in higher education environment		✓	Application & interview
Personal Attributes			
Accuracy and attention to details	✓		Application and interview
Flexible approach to work	✓		Application & interview
Ability to relate to academic staff and students	✓		Application & interview
Ability to work under pressure and to tight deadlines	✓		