



MARICOURT CATHOLIC HIGH SCHOOL

JOB DESCRIPTION - EXAM INVIGILATOR

JOB PURPOSE

To supervise examinations in accordance with the procedures, guidelines and regulations for the integrity and security of examination papers under the direction/instruction of senior staff. Remain vigilant at all times during the test / examination periods so that all pupils have a fair and equal chance of completing the test / examination within the designated time.

MAIN DUTIES

Administration

Completion of attendance list and seating plans.

Check pupils' materials to ensure that names and relevant numbers have been entered correctly and complete where necessary.

To brief pupils at the beginning of all tests and examinations stressing the expected behaviours and procedures to be adhered to.

To report any malpractice incidents to the appropriate member of staff, completing any written reports where necessary.

Organisation

To maintain quiet in the examination room and the immediate vicinity in adherence to the Joint Council for Qualifications (JCQ) rules.

Ensuring electronic devices not relevant to the examination are switched off and stored in accordance with the Joint Council for Qualifications (JCQ) rules.

The admittance of correct pupils only into the examination room.

Handling of pupils who arrive late in accordance with procedures and Joint Council for Qualifications (JCQ) rules.

Distribute and collect examination papers and materials to the relevant pupils.

To escort and supervise pupils with examination clashes between examination rooms and over lunchtimes as required.

To escort and supervise pupils allocated areas in emergency situations.

Supervision of pupil scribes/readers to ensure that unauthorised communication does not take place with the student during the examination.

Handling of malpractice incidents in the examination room in accordance with procedures.

To handle questions from pupils in accordance with procedures and Joint Council for Qualifications (JCQ) rules and seek assistance from senior member of staff where required.

To assist with pupil first aid/welfare duties as required.

To release pupils who complete examinations before others maintaining quiet vigilance in the room at all times.

Resources

Prepare the designated room for the examination ensuring displays or materials are covered/removed.

Obtain and return examination papers and materials from the examination office/department.

Responsibility for the security and safety of examination papers and materials outside of the examination office/department.

Summon assistance, when required, from relevant members of staff.

Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support the difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Participate in training activities as required.

Note: - This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

PERSON SPECIFICATION

Post: EXAMINATION INVIGILATOR

Post No. _____

School _____

School Dept. _____

| Personal Attributes Required (considerations) | Essential (E) or Desirable (D) | Method of Assessment (suggested) |
|---|--------------------------------------|---|
| <p><u>QUALIFICATIONS/TRAINING</u></p> <p>Have achieved or working towards Level 2 qualification or equivalent in Maths/numeracy and English/literacy.</p> <p>Relevant Level 1 qualification or equivalent experience.</p> <p>NVQ Level 2 in Business Administration/Customer Service or equivalent qualification or experience.</p> | <p>D</p> <p>D</p> <p>D</p> | <p>AF + I</p> <p>AF + I</p> <p>AF + I</p> |
| <p><u>EXPERIENCE</u></p> <p>Experience of general clerical/administrative work.</p> <p>Basic knowledge of First Aid.</p> <p>Basic Awareness of inclusion especially within a school setting.</p> | <p>E</p> <p>D</p> <p>E</p> | <p>AF + I</p> <p>AF + I</p> <p>AF + I</p> |
| <p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Communication and Influence Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical ways. Avoids jargon, keeping to everyday language. Is able to provide constructive feed back on day-to-day issues in an appropriate manner.</p> | <p>E</p> | <p>AF + I</p> |

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|---|------------|----------------------|
| Team Working Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback. | E | AF + I |
| Organisational Awareness Understands how own job contributes to the school's activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding. | E | AF + I |
| Adaptability Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience. | E | AF + I |
| Use of Technology Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc). Has a willingness to remain proficient as the technological needs of the school change. | D | AF + I |
| Professional Values and Practice Ability to build and maintain successful relationships with pupils and adults, treat them consistently, with respect and consideration. Ability to improve your own practice through observations, evaluation and discussion with colleagues. | E E | AF + I AF + I |
| <u>SPECIAL REQUIREMENTS</u> Requirement to complete Support Staff Induction Programme. | E | I |

Prepared by: _____

AF = Application Form
I = Interview

Date: _____