AYLESTONE SCHOOL INVIGILATOR JOB DESCRIPTION

Reporting to	Examinations Officer	Hourly pay rate	£13.28
Hours of work	By negotiation and agreement during the Autumn Term (Yr 11 Mock Exams 1), Spring Term (Yr 11 Mock Exams 2) and Summer Term (Yr 11 GCSEs).		

The role of the Invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities.
- ensure the security of the examination materials before, during and after the examination.
- prevent possible candidate malpractice.
- prevent possible administrative failures.

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.
- Invigilators are required to:
    - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
    - confirm their availability in advance of main examination periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods.
- have effective communication skills and good interpersonal skills.
- work well as part of a team.
- be confident and a reassuring presence to candidates in examination rooms.
- be able to give instructions and manage situations involving different groups of people.
- have basic IT skills (familiar with use of email, mobile phone messaging etc.).
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations.

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Aylestone School regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations:

- Report to and be briefed by the Examinations Officer prior to each exam session.
- Keep confidential exam question papers and materials secure before, during and after exams.
- Ensure exam rooms are set up according to the requirements.
- Admit candidates into exam rooms under formal examination conditions.
- Give full attention to conducting the examinations properly.
- Identify candidates and seat candidates according to the required arrangements.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions.
- Start exams.

During examinations:

- Supervise and observe candidates at all times and be vigilant throughout examinations.
- Keep disruption in examination rooms to a minimum.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete Attendance Registers.
- Deal with candidate questions according to the regulations.

After examinations:

- Instruct candidates in finishing their examinations and collect examination scripts and materials.
- Dismiss candidates from the examination room.
- Check candidates' names on scripts, match the details on the Attendance Register.
- Securely return all examination scripts and materials to the Examinations Officer.

Other tasks

- Undertake training, update and review sessions as required.
- (prior to invigilating any external examination in a new academic year) Undertake relevant online Invigilator training and assessment for that academic year.
- Undertake, where required and where able, other duties requested by the Examinations Officer, for example:
    - Centre supervision of examination timetable clash candidates between examination sessions.
    - facilitating Access Arrangements for candidates, for example as a Reader, Scribe etc. (full training will be provided).
    - other exams-related administrative tasks including maintaining question paper security by supporting the '*second pair of eyes check*'.

To apply

Further details and an application form can be downloaded from the school's website (www.aylestone.hereford.sch.uk). Please contact the school for further information or call the Examinations Officer, Paul Cotton, on 01432 357371 Ext: 122.

Aylestone School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, successful applicants will be subject to an Enhanced check by the Disclosure and Barring Service. There will also be a requirement to successfully complete a number of on-line Safeguarding courses prior to Invigilating.