



**BOURNEMOUTH SCHOOL  
FOR GIRLS**

## **JOB DESCRIPTION**

<b>Job Title:</b>	Examination Invigilator	<b>Job Ref:</b>	XS 9.8
<b>Reports to:</b>	Examinations Officer	<b>Grade</b>	Dorset Grade 3

### **Main job purpose**

This is likely to be a school-based role, primarily concerned with the conduct of public examinations in accordance with strict regulations.

The primary purpose of the Examination Invigilator is to supervise candidates who are engaged in taking public examinations. Examination Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Examination Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Examination Invigilators will have high expectations of all candidates and respect for their social, cultural, linguistic, religious and ethnic backgrounds

### **Main responsibilities and duties**

Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:

- To check that the arrangements of the examination room remain in compliance with the regulations
- To issue the regulatory notices to candidates at the start of the examination
- To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession
- To start conduct and finish the examination in accordance with the regulations
- To complete the attendance register with due attention to the identification of candidates
- To supervise candidates with due vigilance during the working of the examination
- To respond to any questions from candidates about process and procedures
- To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations
- To collect completed scripts after the examination has ended and return them to the designated place/person
- To report back as appropriate using the agreed referral procedures on any issues arising
- To assist with administration as requested

## Knowledge & skills

### Essential:

- Be familiar with a range of school policies which may impinge on the conduct of public examinations, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)
- Be familiar with the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
- Be familiar with the examination centre/school's policy for the conduct of examination's and guidelines to invigilators
- Have the necessary skills to manage safely, the activities, the physical space and the resources for which s/he is responsible
- Understand and be able to use a range of strategies to deal with young people under pressure and also individual behavioural needs

### Desirable:

- Recent successful experience within an educational or supervisory environment
- Flexibility and initiative

## Supervision and management

- To work to a designated member of teaching or support staff according to the examination centre/school's normal policy and practice in examination invigilation
- To supervise candidates in examination conditions in accordance with examination regulations and school policy and practice and with other invigilators
- To direct candidates in order to achieve compliance with examination regulations
- A senior invigilator may be required to supervise the work of other adults normally present in the examination room

## Problem solving and creativity

- Use of a variety of interpersonal skills and strategies to establish positive relationships with candidates.
- Know and use the school's referral system as appropriate in the event of problems with an individual candidate, or group or other adult.
- Flexibility in working hours will be required

## Key contacts and relationships

- Treat candidates consistently, with respect and consideration, and be concerned for their welfare during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the candidates whom they supervise.
- Know when to seek help and advice.

## Decision making

- There will sometimes be a need to make immediate decisions in accordance with exam board regulations, without initial referral to a manager, in relation to the secure conduct of public examinations and the safety of candidates

## Resources

- Exam papers, stationery, writing equipment
- ICT and AVA equipment

## Working Environment

- Size, phase and type of school/examination centre will vary
- Includes supervision of individual candidates as well as groups of varying sizes
- Involves working with other examination invigilators and school staff
- Normal school environment
- Occasional use of ICT and AVA equipment
- Lifting of examination materials
- Some school sites are extensive and post holders may be required to work throughout the site on more than one floor.
- In special schools meeting the needs of pupils may be more demanding both physically and emotionally
- Examination rooms which may include specialist areas
- Occasional requirement to work outside the normal school day

### Additional Information

Examinations are held in January, May and June. Hours during these periods will be by arrangements but would normally be for either or both a morning or afternoon session. Whilst session times are likely to be 8.30 am – 12 noon (morning) and 1.15 – 4.30pm (afternoon), some flexibility would be required to suit examination schedule times.

### Terms and Conditions

<b>Hours pw</b>	As agreed. Claim is by timesheet.
<b>Holidays:</b>	As this is a casual contract, holiday is not applicable.
<b>Salary scale/point:</b>	Hourly rate of pay £8.0377
<b>Contract:</b>	Casual
<b>Condition of Post</b>	The appointment is subject to satisfactory references, police and medical clearance.  The appointment is subject to the satisfactory completion of a six-month probationary period.

Applications should be returned to: Mrs L McKenzie