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| NHSfG_Logo_RGB_GDST_March_2018 | Newcastle High School for Girls Job Description - Invigilator |

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| **Job Purpose** | To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Newcastle High School for Girls instructions. To play a key role in upholding the integrity of the examination/ assessment process  |
| **Accountable to:** | Examinations Officer |
| **Working Hours:** | As required |
| **Responsible for:** | Not applicable |
| **Accountabilities** | **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.
* To be aware of any needs that candidates may have during an examination.
* To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the secure storage.
* To ensure candidates adhere to the regulations of an examination room as laid out in the examination guidelines.
* To maintain security and confidentiality.
* To record attendance on the official examination registers.
* Dealing with extra candidates not on the register.
* To ensure no inappropriate items are brought into the examination hall, such as any electronic device for e.g., mobile phones, revision notes or other paperwork unless told otherwise.
* Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
* To ensure there is no talking or disruption for the candidates once an examination has begun.
* To ensure that invigilators **DO NOT** help candidates in any way with the question paper.
* To sign the centre’s confidentiality declaration.
* To assist in other activities as may reasonably be requested by the centre from time to time.

**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.

**Other**To attend training, update or review sessions as requiredTo 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.
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Person specification

 **Skills Required**

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| Ability and willingness to:  |  |
| Follow instructions, both verbal and written | Essential |
| Work on own initiative or as a member of a team remain calm under pressure | Essential |
| Concentrate for long periods | Essential |
| Supervise students in an inconspicuous manner | Essential |
| Take responsibility  | Essential |
| Show attention to detail  | Essential |
| Show initiative and follow a commonsense approach | Essential |
| Challenge others assertively | Essential |
| Communicate well with others | Essential |

 **Knowledge Base**

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| Knowledge and understanding of: |  |
| Examination board regulations and expectations | Desirable |

 **Qualifications/Attainment**

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|  | Level |  |
| Educated to GCSE or equivalent | GCSE | Essential |
| Educated to A-Level or equivalent | A-Level | Desirable |

**Experience**

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| A school environment and/or an examinations environment. | Desirable |
| 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.  |  |

 **Attitude/approach**

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| Reliable and punctual | Essential |
| Approachable, supportive and empathetic | Desirable |
| Honest and trustworthy | Desirable |