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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 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. |

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 |