THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

EXAM INVIGILTOR JOB DESCRIPTION

HOURS OF WORK:	As required during examination periods
NUMBER OF WEEKS PER YEAR:	As required during examination periods
SALARY:	£14.28 per hour
LINE MANAGER:	Data and Exams Manager
MAIN AIM:	The successful candidate will join a team of invigilators in conducting external exams/assessments for students, ensuring strict adherence to all regulatory requirements, as set out by the examination governing bodies used by the academy. The successful candidate may also be asked to conduct invigilation for internal exams/ assessments as required.

GENERAL DUTIES:

Responsibilities:

- Ensure a calm environment
- Help to organise students at the start and end of each exam
- Provide the correct information and material for the successful completion of the exam
- Ensure that the conduct of the exam takes place within the guidelines set down by JCQ
- General supervision of candidates during the course of an exam
- Refer suspected malpractice to the Senior Exams Invigilator

Main Duties:

- To ensure correct exam procedure is being followed
- Mark the attendance registers
- Display starting and finishing times for the exams on the boards
- Deal with any disturbances to the exam
- At the end of an exam ensure the answer booklets have been completed correctly
- Collect exam scripts in candidate number order
- Give a report in the event of any discrepancy or irregularity in the progress of an examination
- Be familiar with the document information for students written examinations
- Providing supervision for candidates in isolation (this involves ensuring that candidates with exam clashes do not come into contact with each other).

EXAM INVIGILATOR PERSON SPECIFICATION

Job Title: **EXAM INVIGILATOR**	
IMPORTANT INFORMATION FOR APPLICANTS: The criteria listed in this Person Specification are all essential to the job. Where the method of assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples where possible.	
CRITERIA	**METHOD OF ASSESSMENT**
EQUALITY AND DIVERSITY: We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.	
SAFEGUARDING: The Palmer Catholic Academy is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
KNOWLEDGE/QUALIFICATIONS	
Minimum English and Maths GCSEs pass equivalent	Application
EXPERIENCE	
Experience of being an invigilator, whilst desirable, is not essential as training will be provided	Application / Interview
SKILLS AND ABILITIES	
Pays close attention to detail (e.g. checking seating plans with registers)	Application / Interview
A flexible approach to work	Application / Interview
The ability to relate to candidates and members of staff clearly and accurately	Application / Interview
The ability to work to predetermined instructions	Application / Interview
The ability to work as part of a team within the exam hall and the wider team of invigilators	Application / Interview
A keen attitude to reliability and punctuality	Application / Interview
The ability to keep calm under pressure or during unexpected circumstances	Application / Interview
A confident and reassuring presence to candidates in exam rooms	Application / Interview
Effective oral and written communication skills	Application / Interview
A positive interest in working with students, especially teenagers	Application / Interview
Commitment to safeguard and promote the welfare of children and young people	Application / Interview
Ability to follow instructions accurately	Application / Interview
Good organisational skills	Application / Interview