

## **Debenham High School**

### **JOB DESCRIPTION - EXAM INVIGILATORS**

**Grade: Standard – Spinal Point 3**

**Lead - Spinal Point 4**

**Hours: Casual**

**Line Manager: Examinations Officer**

#### **Job Purpose: Invigilation of Public Exams and Mock GCSE Exams**

Invigilators have a key role in upholding the integrity of the external examination/ assessment process. They must

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

Sessions are held in November/December, January, March, May and June.

#### **Main Duties - Standard**

Assist Lead Invigilator as requested. For example:

- Prepare exam room
- Put 'Silence' notices up on double doors in hall, reception area and in main corridors
- Switch on flashing lights as near to start of exam as possible
- Distribute papers and stationery
- Complete the exam attendance register
- Ensure that no communication or cheating takes place
- Report any disruption/incidents, including late arrivals
- Collect scripts in attendance register order
- Collect candidate name cards in number order and all other materials from desks; check that no graffiti has been made during the exam
- Ensure that exam conditions are maintained until candidates are dismissed from the room
- Turn off flashing lights and collect in all 'Silence' notices.

#### **Additional Duties - Lead Invigilator**

Take the lead in the exam and in addition to the above:

- Arrive half hour before exam start
- Find equipment and stationery needed and lay out
- Lay out candidate cards according to seating plan
- Check whether subject teacher intends to be present at the start of the exam
- Collect question papers from exam cupboard
- Check that any invigilator for a Special Needs candidate has the correct paper
- Advise candidates of the conditions under which the exam is to be taken
- Advise TA for Special Needs candidates when to take candidate to designated room
- Start the exam
- Notify candidates 5 minutes before end of exam
- Stop candidates writing at end of exam – report any individuals who carry on writing

- Ensure that there are no missing scripts
- Check answer papers against attendance register and make ready for despatch
- Ensure that scripts are never left unattended and are safely delivered to the Exams Officer.

**All Invigilators must ensure that Health and Safety regulations are complied with.**

*This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded simply because they are not itemised.*

*The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes and in that case appropriate training may be given to enable the post-holder to undertake this new varied work.*

### **Qualities, Skills and Experience Required**

- accuracy and attention to detail
- a flexible approach to work
- ability to relate to candidates yet maintain an air of authority
- ability to communicate with candidates and members of staff clearly and accurately
- ability to work to predetermined instructions
- ability to work as part of a team or alone as necessary
- reliability and punctuality
- ability to keep calm under pressure or during unexpected circumstances
- common sense and initiative
- ability to judge when a decision is not yours to make
- effective oral and written communication skills
- ability to be firm but fair at all times
- experience of working in a high school is not essential but would be an advantage.

### **Debenham High School's Mission Statement**

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.