



Exam Invigilator

Salary / grade range	£13.26 per hour (casual)
Location	Co-op Academy Leeds
Reports to	Examinations Officer
Hours of work	By negotiation and agreement during exam periods when external invigilators may be required.

Purpose of role:

To ensure that examinations are conducted according to the regulations to:

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

Key accountabilities (and specific duties / responsibilities):

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Coop Academy Leeds regulations and requirements.

Before examinations

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers



- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Health and Safety

- Be familiar with the necessary procedures in the event of emergencies in examination conditions including evacuation routes from the building
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the Academy on all issues to do with Health, Safety and Welfare
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> GCSE Grade C/4 or equivalent in Maths and English 	Desirable	A
Experience <ul style="list-style-type: none"> Experience of working in a professional environment Experience of working with children and young people Experience of invigilation is not required as training in the role and duties of an invigilator will be provided 	Desirable	A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Excellent organisation and administrative skills Strong verbal communication and interpersonal skills Able to confidently follow detailed policies and procedures 		A/I
Personal Qualities <ul style="list-style-type: none"> be reliable, flexible and readily available during main examination periods have effective communication skills and good interpersonal skills work well as part of a team be confident and a reassuring presence to candidates in examination rooms be able to give instructions and manage situations involving different groups of people have basic IT skills (familiar with use of email, mobile phone messaging etc.) seek to achieve competence in the role and a rigorous understanding of the JCQ regulations a commitment to the safeguarding of children and young people. 		I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.