Larkmead School Invigilator Job Description

| **Reporting to** | The Exams Officer | **Hourly pay rate** | £10.57 |
| --- | --- | --- | --- |
| **Hours of work** | By negotiation, during the months of December, January, May, June and July |

**Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

* be flexible
* have effective communication skills
* be organised
* be confident and a reassuring presence to candidates in exam rooms

**Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Larkmead School instructions.
2. To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 12.1]

**Before exams**

* To report to the exams officer prior to each exam session
* To keep exam papers and materials secure before, during and after exams
* To ensure exam rooms are set out to standard
* 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
* Report student absentees to Student Services

**During exams**

* To supervise candidates at all times, and be vigilant throughout exams
* To keep disruption to a minimum
* To deal with emergencies or irregularities effectively
* To record/report any disruption or irregularities
* To deal with candidate queries

**After exams**

* To collect exam scripts and sort them into the order on the attendance register
* To dismiss candidates from the exam room
* To *“check that the names on the scripts match exactly the details on the attendance register”* [JCQ [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) 27.1]
* To securely return all exam scripts and exam materials to the exams officer

**Other**

* To attend training, refresher or review sessions as required
* To sign, and adhere to, an exams confidentiality agreement
* To undertake, where required and where able, other duties requested by the exams officer, for example
	+ Supervision of clash candidates between exam sessions
	+ Under some circumstances you may facilitate access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
	+ Exams-related administrative tasks