

Impington Village College Job Description

1.1	Post Title	Invigilator
1.2	Post Purpose:	To oversee and supervise examinations
1.3	Reporting to:	Exams Officer
1.4	Responsible for:	To ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions
1.5	Working time:	Normal working hours fall within the school day with some flexibility available.
1.6	Location	Impington Village College is part of the ELA Trust. The normal place of work will be based at Impington Village College
1.7	Contract Type and salary/grade	Casual – no fixed hours Scale 2 point 4
1.8	Disclosure Level:	Enhanced Full DBS

1. MAIN RESPONSIBILITIES

- To assist the Exams Office staff with the preparation of the exam rooms such as laying out of exam papers and stationery ensuring that the rooms meet official exam requirements
- Assist with the supervision of candidates as they enter the exam room
- Ensure that candidates are aware that they are under exam conditions once they are in the exam room
- Ensure that no inappropriate items are taken into the exam room such as mobile phones, electronics devices, revision notes etc
- Ensure that candidates are correctly seated and given the pre exam information at the start of the exam
- Ensure that candidates are given the correct papers and stationery required for the exam
- Ensure that candidates are notified of the start and finish time of the exam
- Ensure candidates are aware of any erratum notices at the start of the exam where applicable
- To be aware of any additional needs that candidates may have during the examination
- Ensure the attendance register is completed and notify exam office staff immediately of any absentees at the start of the exam
- Collect all scripts and associated materials at the end of each exam and ensure that there are no missing scripts
- Arrange scripts in candidate number order and ensure that scripts are kept under secure conditions until they are delivered to the Exams Office

- Ensure candidates obey the regulations of the exam room as laid out by JCQ guidelines
- To be vigilant at all times during the exam and supervise candidates in a quiet and unobtrusive manner, respond to candidates queries in accordance with exam regulations and distribute additional paper/equipment as required
- Maintain security and confidentiality of examination scripts
- To assist in other activities as may reasonably be requested by the centre from time to time

2. Other Responsibilities

- To play a full part in the life of the College and Trust community, to support its distinctive mission and ethos
- Promote actively the Trust's corporate policies
- Comply with the Trust's Health & Safety Policy

3. Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

Signatures:

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, *commensurate with the post's banding and whenever reasonably instructed.*

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Signed (Post Holder)

Print Name

Date

We are committed to safeguarding the welfare and development of all young people and all invigilators will be subject to the receipt of a satisfactory DBS disclosure.