Gloucestershire COUNTY COUNCIL

Job Profile

Exam Invigilator **Grade: 3** **Date created: 18/01/23**

About the Job

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

General requirements:

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
  - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
  - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

This is what we need you to do...

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and GHES's regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

To facilitate Exam Access Arrangements for candidates as an invigilator/reader/scribe (full training will be provided). Adhering to the strict rules as to what can and cannot be read or scribed, and ensuring rest breaks and extra time are recorded correctly.

Support students on a 1:1 basis during the examination.

To carry out any other reasonable duties and other exams related administrative tasks.

Ensure the right balance of care and support is shown, whilst adhering to the strict rules of examinations, to enable our students to access their examinations whilst they are unwell.

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
- Ensure mobile devices, smart watches or other unauthorised devices are collected and safely secured
- 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 examinations
- 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 and materials to the exams officer

- Return mobile phones, smart watches or other unauthorised devices to each student

Other tasks

- Undertake training, update and review sessions as required
- relevant online invigilator training and assessment for 2024/25 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
    - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Safeguarding

As part of the recruitment process we carry out online checks for anyone shortlisted. Shortlisted candidates are asked to declare any convictions. Please ensure references include at least your last place of employment. The role involves working with children and young people and is a regulated activity. Therefore all staff will have an Enhanced and Barred DBS check for working with children. Safeguarding training for all new staff is mandatory, prior to commencing work.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our website
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence

Knowledge, Skills and Understanding

Excellent organisational, communication, reading and writing skills

Ability to listen to a pupil and write their response accurately

Good reading voice with pace and clarity

Attention to detail

Ability to remain calm under pressure

Ability to work within strict guidelines

Punctual and reliable

Confident and reassuring presence to candidates in the exam room

A 'can do' attitude and team player

Education & Qualifications
Essential

Basic Administration skills

GCSEs or equivalent

Understands the importance of integrity and confidentiality

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.