

Job Description

Job Title	Exam Invigilator
Department	Exams & Data
Reporting to:	Exams and Data Manager
Main Purpose of the role	
<p>To conduct paper-based and computer examinations in accordance with the Joint Council for Qualifications, relevant awarding bodies and Berkeley Green UTC instructions. To play a key role in upholding the integrity of the examination / assessment process.</p>	
Key Tasks / responsibilities:	
<p>All tasks to be carried out in a manner consistent with the UTC's mission statement and values.</p> <p>Before exams</p> <ul style="list-style-type: none"> • To report to and be briefed by the Exams and Data Officer prior to each exam session • To keep confidential exam papers and materials secure before, during and after exams • To ensure exam rooms are set out according to the instructions • To admit candidates into exam rooms in an orderly fashion • 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 • To start exams by reading instructions out to the exam candidates <p>During exams</p> <ul style="list-style-type: none"> • To supervise and observe candidates at all times and be vigilant throughout exams • To ensure that examinations are conducted in accordance with the Joint Council for Qualifications, relevant awarding bodies and Berkeley Green UTC instructions • To keep disruption in exam rooms to a minimum • To deal with emergencies or irregularities effectively • To record / report any incidents, disruption or irregularities • To complete attendance registers • To deal with candidate questions according to the regulations <p>After exams</p> <ul style="list-style-type: none"> • To instruct candidates in finishing their exams and to collect exam scripts and exam materials • To dismiss candidates from the exam room • To check candidates' names on scripts match the details on the attendance register and other details have been completed correctly • To securely return all exam scripts and exam materials to the Exams and Data Officer • To check the exam room and prepare for the next exam 	
Role Dimensions	

<ul style="list-style-type: none"> • To remain vigilant at all times during exams • To ensure all regulations are adhered to according to JCQ regulations • To be a positive role model for students
Key Interfaces
<ul style="list-style-type: none"> • Students • Exams officer and other invigilators • Other members of UTC staff • JCQ inspector
Measurable Performance Standards
<ul style="list-style-type: none"> • Punctuality • Accuracy of paperwork • Adherence to JCQ regulations
Critical Competencies
<ul style="list-style-type: none"> • Good time keeping • Attention to detail • Strong interpersonal Skills • Flexibility • Works well in a team <p>Role specific competencies:</p> <ul style="list-style-type: none"> • Stamina • Ability to follow instructions but to use common sense and initiative when required • Ability to work under pressure whilst remaining calm
Experience / Skills
<ul style="list-style-type: none"> • Experience of working in a school : Desirable • Working with young people : Desirable • Physically able to stand for the duration of the exam : essential
Level of Disclosure and Barring (DBS) disclosure required
Enhanced
Author and Date
Louise Davies – 3 March 2022

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Exam Invigilator - Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Good numeracy and literacy skills	✓		Application form
Recently updated safeguarding training		✓	Application form
A willingness to undertake appropriate Continuing Professional Development	✓		Application form/interview
Experience and knowledge			
Experience of working in a school or similar establishment		✓	Application form
Experience of working in a similar role		✓	Application form
Skills and attributes/traits			
The ability to follow exam regulations.	✓		Application form/interview
The ability to follow instructions but to use common sense and initiative when required.	✓		Application form/interview
The ability to work under pressure whilst remaining calm.	✓		Application form/interview
Good time keeping. Must arrive on time for work to enable smooth start to exams.	✓		Application form/interview
Flexibility: must be able to adapt to different work needs	✓		Application form/interview
Must be able to work as a part of an invigilating team	✓		Application form/interview
Good interpersonal skills	✓		Application form/interview
Stamina: must be able to stand for the duration of the exam	✓		Application form/interview
Possess high standards, be conscientious and have excellent organisational skills, and attention to detail.	✓		Application form/interview