



## INVIGILATOR ROLE PROFILE

<b>Role title</b>	Invigilator
<b>Salary Range</b>	Equivalent to Bucks Pay ISN 8 (£12.68 hourly rate plus paid holiday)
<b>Hours/Weeks</b>	By negotiation and agreement. Mainly during January/February for Mock Exams and May/June for External Exams
<b>Responsible to</b>	Examinations Officer

### Role purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Aylesbury Grammar School regulations and instructions

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

### Main duties and responsibilities

#### Before exams

- 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 exam conditions
- 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 exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam 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 exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Examinations Officer

#### Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the Examinations Officer, for example
  - centre supervision of exam timetable clash candidates between exam 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'
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### Alterations

The Headmaster may alter this role profile, after discussing any alterations with you and giving you reasonable notice of the alterations.

## INVIGILATOR PERSON SPECIFICATION

Personal Qualities	
Be reliable, flexible and readily available during main exam periods	Essential
Appropriate motivation for working in a school (one which values young people and shows concern for their personal safety and well-being)	Essential
Be confident and a reassuring presence to candidates in exam rooms	Essential
Knowledge and Skills	
Have effective communication skills and good interpersonal skills	Essential
Work well as part of a team	Essential
Be able to give instructions and manage situations involving different groups of people	Essential
Have basic IT skills (familiar with use of email, mobile phone messaging etc.)	Essential
Have up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people	Essential
General Requirements	
Experience of invigilation is not required as training in the role and duties of an invigilator will be provided	Essential
Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them	Essential
Invigilators are required to confirm their availability in advance of main exam periods	Essential
Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood, and will be followed at all times	Essential