

# **Notre Dame High School**

## **Job Description** - Invigilator

**Responsible to:** Examinations Manager

### **Key Purpose**

To oversee and supervise examinations and to ensure that the guidelines and regulations for the integrity and security of the examination papers and procedures are followed during an examination session.

### **Responsibilities of an Invigilator**

- To have full awareness of the Joint Qualification Council (JCQ) Instructions for Conducting Examinations (ICE) booklet and apply all rules and regulations as stated in this booklet
- To have a full awareness of the Evacuation procedures
- To arrive 45/60 minutes before the exam sessions commences depending on the session
- To assist in the setting up of the examination rooms in accordance with JCQ regulations
- To put out Candidate cards as set out on the seating plan
- To ensure candidates receive the appropriate examination question paper and answer paper
- To ensure candidates obey the regulations of an examination room as laid down in ICE
- To ensure no inappropriate items are brought into the examination room
- To ensure there is no talking or disruption for the candidates once they enter the exam room
- To keep the Senior Invigilator aware of any problems that arise:
  - Late candidates
  - Disruptive candidates
  - Ill or distressed candidates
  - Issues with the examination paper
  - Suspected cheating
- To assist the Senior Invigilator in ensuring all scripts are collected in candidate number order within subject exam code and scripts match the Attendance Register
- To assist with the return all examination materials to the exams office
- To assist the Senior Invigilator in any other ways as requested
- To be aware of the Disability Discrimination Act & ensure that this is met in regard to our SEN students and their access arrangements are in place for each exam
- To perform any other duties which are required in the role of Invigilator
- Invigilators are not allowed to do anything else during an exam eg reading/personal work
- Responsible for promoting and safeguarding the welfare of the pupils at the school
- To attend training and safeguarding sessions when required

### **Personal Specification**

- Reliability and punctuality are essential. Must notify the Exams Office as soon as possible if unable to attend for any reason
- Must be fully flexible and available to work in May and June with the odd week in November and December
- You would be required to start at 8am. Finish time would be around 4pm
- Invigilators should enjoy working as part of a team
- Must have the ability to remain calm under pressure
- Invigilators must be able to take responsibility in any given situation
- To provide a friendly face & approachable manner in what is a formal environment and stressful for students
- Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

An Invigilator could be Invigilating in a small group room or as part of a team in a large hall of up to 200 students

Notre Dame is committed to the protection and safety of its pupils.

The successful applicant will be required to undertake a criminal record check.