



Exam Invigilator

Job Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Exam Boards and Brentwood School regulations.

To play a key role in upholding the integrity of the examination/assessment process.

Hours

On an 'as and when required' basis during each internal and public examination schedule. Please note that there is a requirement for each invigilator to offer a minimum availability of four sessions a week during this period. One session is considered to be either a morning or afternoon.

Report to

Examinations Officer

Department

Examinations

Key Responsibilities & Accountabilities

The role of the invigilator

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

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Brentwood School regulations and requirements.

Before examinations

- Report to and be briefed by the Exams Officer or Lead Invigilator 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 examination conditions
- 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

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During examinations

- Supervise and observe candidates at all times and be vigilant throughout the exam session
- 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, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required to meet JCQ (Joint Council for Qualifications) and Brentwood School procedures and regulations
- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that 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, assisting with centre roving invigilator requirements
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks

Personal Specification

An ideal candidate will:

- be reliable, flexible and readily available during public and internal main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team or on an individual basis as required
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with our Examinations Officer.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

