

# NORLINTON SCHOOL AND 6<sup>TH</sup> FORM

## JOB DESCRIPTION

**Job Title: Exam Invigilator**

**School: Norlington School and 6<sup>th</sup> Form**

**Salary: £9.20 per hour**

**Hours of work: By negotiation**

**Responsible to: Examinations Officer**

**Responsible for: Nil**

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### **Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Norlington School and 6<sup>th</sup> Form instructions.
2. To play a key role in upholding the integrity of the examination process

### **Experience**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

### **Before exams**

- To report to and be briefed by the exams officer prior to each exam session
- To keep 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
- 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

### **During exams**

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively

- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

#### **After exams**

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

#### **Other**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - supervision of clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams-related administrative tasks
  - Posts will be subject to a Prohibition check for all roles involved with the management of pupils.
  - To have an up-to-date Enhanced DBS check.

#### **Disclosure and Barring Service**

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Trust, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your Application you will be subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at [www.norlington.net](http://www.norlington.net)