

Person Specification

Job Title: Examination Invigilator

<p>Relevant Experience Essential</p>	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the education sector • Awareness of the examination system • Experience of working with young people 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • References
<p>Education and Training Essential</p> <ul style="list-style-type: none"> • Willingness to attend all training sessions and post exam feedback session 	<p>Desirable</p> <ul style="list-style-type: none"> • Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview
<p>Knowledge, skills and abilities Essential</p> <ul style="list-style-type: none"> • Ability to relate to candidate yet maintain an air of authority • Accuracy and attention to detail • Excellent communication skills • Ability to work to predetermined instructions • Ability to work as part of a team or alone • Ability to keep calm under pressure or during unexpected circumstances • Ability to maintain complete confidentiality 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of public speaking/ addressing large numbers of people 	<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • References
<p>Personal Qualities Essential</p> <ul style="list-style-type: none"> • Excellent availability, flexibility, reliability and punctuality • Criminal Records Bureau Enhanced Disclosure • Commitment to the welfare of the student population • Commitment to Equal Opportunity 		<p>How identified</p> <ul style="list-style-type: none"> • Application form • Interview • CRB certificate (may be obtained post interview) • Interview • References

Job Description

This description gives an indication of the main tasks, which will need to be performed.

Job Title:	Exam Invigilator
To whom accountable:	Senior Information Management Officer/Exams Officer
Hours/ Pay:	Variable hours dependent upon examination timetables/seasons. Pay £6.94 per hour (subject to job evaluation)

Job Purpose:

To assist the SIMO in the proper conduct of examination sessions to JCQ regulations, through effective and proper implementation of examination board invigilation duties.

Key Responsibilities:

1. To set up the exam room in accordance with JCQ requirements, in particular checking that all necessary warning notices, clock and centre number are on display.
2. To collect examination papers and exam stationery from the Exams Office before an examination, and distribute them to candidates in accordance with the regulations.
3. To admit candidates to the room in an orderly fashion.
4. To maintain an orderly and quiet environment for the duration of the exam.
5. To check against register that all candidates are present for the exam, and report any absences to the appropriate office immediately.
6. To issue all necessary exam board warnings and instructions to candidates verbally, including erratum notices.
7. To ensure all candidates have the correct module/tier question paper for which they have been entered, ensuring any queries are passed to the SIMO/subject staff immediately.
8. To notify candidates of the start of the exam, recording the start and finish time(s) for candidates to see.
9. Supervision of candidates in a quiet and unobtrusive manner.
10. To maintain the integrity and security of the examination throughout its duration in accordance with examination board and school procedures.
11. To collect in examination scripts and question papers at the end of an examination, and to ensure scripts remain confidential and secure.
12. To collate and account for all scripts against the Attendance Register and informing the SIMO immediately if any missing scripts.
13. Once all scripts are accounted for, to put the scripts into the addressed examination board envelopes, which, once sealed should be taken to the school reception for secure handover and posting.
14. To act as a reader or scribe to an individual candidate, if and when directed by the SIMO.
15. To assist in the collating of results on results day(s).
16. To complete necessary exam administration as instructed by the SIMO
17. Any other duties that are in accordance with the post as instructed by the Senior Information Management Officer.

Bridgewater High School

EXAMINATION INVIGILATORS

Bridgewater is looking to recruit a small number of people to join its existing team of invigilators. We are looking to recruit flexible, reliable, responsible people who will enjoy working within the school environment and who can contribute to the importance of maintaining the integrity of the examination system.

Invigilation work is part time and seasonal, based around the Awarding Bodies and school's exam seasons, with the hours offered on a casual basis. The heaviest demand for invigilation is mid May until mid June, with the week commencing 2nd June being particularly busy. It is especially important therefore that you are available for invigilation during this period.

The principal exam seasons/invigilation sessions at Bridgewater are:

January :	External GCE/GCSE exams	Approx from 8/9 th January to end of the month.
February:	Mock Sats (Yr 9 pupils)	Mid February - spread over 3 days
March:	GCSE External Maths GCSE Art Controlled Tests	Large GCSE exam involving whole year group. Usually held for 3 or 4 days
April:	Training Session	½ day compulsory training(Approx 3 hours)
May:	National Curriculum SATS	6 th to 9 th May 08
May/June:	External GCSE, GCE exams	12 May to 23 May 08 then 02 June to 25 June
August:	GCE Results Day GCSE Results Day	August 14th 2008 August 21st 2008
September:	Summer Feedback Session	2- 3 hr session (date to be arranged)
November:	GCSE External Maths	Large GCSE exam involving whole year group
December:	Internal GCSE Mock exams	Usually Mid December – week of exams

Daily Arrangements

Whilst these will vary according to the examination timetable and school needs, the usual pattern involves:

8:30am Invigilators arrive by 8:30am and prepare for 9.00am exam start. The duration of the morning session is usually between one and three hours, though occasionally may be longer.

12.30pm Invigilators arrive by 12:30pm and prepare for 1pm exam start. Again the session is usually between one and three hours.

For some sessions we may only need a single invigilator, or a small number of invigilators whilst for others we may need as many as seventeen/eighteen.

PLEASE NOTE: It is necessary that you **MUST NOT** leave more than 12 weeks (including school holidays) between sessions with us, otherwise your CRB clearance will lapse and we will no longer be able to use you to invigilate.