



INFORMATION SHEET FOR POTENTIAL INVIGILATORS

These notes set out some of the points to consider regarding this role and also outline the commitment that we would require. If you do not have experience please do not be deterred as full training will be given.

Invigilators help create the best environment for candidates to achieve their full potential during their exams and to ensure that candidates are in the right places and have the right exam papers in front of them. Our invigilators provide vital information such as the start and finish times for exams and ensure that candidates have the materials and information they need.

Working as a team, invigilators contribute to ensuring a calm environment for exams, giving candidates' confidence and freeing up teachers to focus on teaching-related tasks.

Applicants must be able to demonstrate that they have a good command of written and spoken English, are able to deal with students in a firm but pleasant manner, will remain composed under pressure and be able to conduct tasks accurately whilst paying attention to detail. You should be an adaptable and flexible team member who is discreet, calm and efficient with a sense of humour. Invigilators must be able to commit a minimum of two full days, or 4 half days a week throughout the whole of the main examination period - mid May until the end of June - and will be flexible in their approach to working hours.

When do most of the exams take place?

The main periods for examinations are:-

May until the end of June External GCSE & A level exams

There are Ad hoc exams when you may be asked to invigilate at other times throughout the year.

The working day

You should be available for whole sessions only, AM or PM, totalling a minimum of two full days during the main examination period. We could consider applicants who can work for a period of time during the middle of the day as we often have students to supervise over their lunchbreak. Please enquire at interview. Duties would be allocated as required by the school (there are no guarantees as to how many sessions you will be allocated).

- AM sessions are normally 8:00 to 12:00
- PM sessions are normally 12:30 to 16:30
- The length of these sessions depends on the length of the examinations so you may finish earlier than these times occasionally, but should be available if required.
- There may be some supervision of candidates over the lunch breaks because of timetable clashes.

If you say you are available and are booked to work you are expected to attend, however we acknowledge that there may be exceptional circumstances preventing your availability. In this situation we do expect you to contact the school so that alternative cover arrangements can be made. We require and expect commitment, reliability and punctuality for this appointment so the examinations team can operate effectively with as little disruption as possible.

Pay

Invigilators are paid for each hour actually worked **or part hours worked for completed half-hour blocks only.** Invigilators are required to submit a claim for payment for the hours that they have worked and must submit these claim forms monthly. A timetable will be provided showing the cycle for submission of claim forms. On receipt of claim forms payment will be paid monthly, in arrears, on the 26th day of each month, providing that timesheets are submitted by the pay cut-off date. When the payment date falls on a Saturday, Sunday, Bank or Public Holiday, payment will be made on the working day which immediately precedes this.

Disclosure and Barring Services (DBS)

All appointments are subject to an Enhanced Disclosure and Barring Service [DBS] check. DBS checks carried out for other schools or organisations are not acceptable. These checks would have to be repeated if there is more than a three month gap between periods of in-school contact. Because of this requirement it is essential that invigilators

have good availability and are able to attend short training sessions scheduled in the autumn and spring to comply with the absent three month rule.

Dress code

We expect all invigilators to report for duties in smart and tidy attire, therefore denim or sports/leisure wear will **not** be acceptable.

Training

All newly appointed Invigilators will be expected to attend a one day Induction/Training session prior to their first day of Invigilation. The training session will be paid at the normal hourly rate for invigilation, on submission of timesheet. Training will cover all aspects of the roles responsibilities, the Trusts' Code of Conduct as well as the mandatory requirement for Safeguarding and Child Protection training.

POST TITLE: EXAMINATION INVIGILATOR

Grade: Spine Point 7 [Graveney Pay Scales]

MAIN OBJECTIVES OF THE POST

To provide an efficient and effective invigilation support service to the School Examinations Department and ensure the integrity of its public examinations.

RESPONSIBILITIES

Supervision of students. Security of examination papers/scripts, equipment and stationery.

To attend paid training/debriefing sessions twice a year.

SUPERVISION AND GUIDANCE

Responsible to the Examinations Manager and expected to work with limited supervision within the agreed procedures and practices.

RANGE OF DUTIES

- To distribute and collect examination papers and associated documentation and equipment.
- To prepare the examination room ensuring awarding body requirements are met.
- To receive and seat students appropriately and issue with the correct examination papers.
- Notify the start and finishing times of examinations.
- Ensure regulations are strictly applied and adhered to and that all electronic equipment, including mobile telephones, are collected in accordance with the School's procedures. □ To complete registers and other invigilation documentation as requested.
- Actively invigilate throughout the exam to ensure that there is no malpractice and to alert the Examinations Manager immediately to any irregularities. Complete the invigilators report.
- To ensure all examination scripts and stationery are collected and checked at the end of each examination.
- To return completed scripts and associated documentation and equipment to the examinations office.
- To supervise those students who have timetable clashes between their examinations.
- To carry out any additional duties, as required by the Examinations Officer or his/her nominated exams staff.
- To co-operate with School management in all Health and Safety matters and to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions at work.

GENERAL

Morning sessions start at 8.15 am and afternoon sessions start at 12.30 pm although you may be asked to be on duty before these times if the workload requires it.

The length of a session can vary.

PERSON SPECIFICATION

Examination Invigilator

Evidenced by Application details, presentation and/or interview		
CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ EXPERIENCE		
PERSONAL QUALITIES SKILLS AND ABILITIES	<p>Excellent Communication skills and be able to understand and interpret written instructions</p> <p>Numeracy skills</p> <p>Organisational skills – time management and able to work to strict deadlines</p> <p>Able to work methodically, paying particular attention to detail and accuracy</p> <p>Willingness to work as part of a team and have a flexible and effective approach to work</p> <p>Able to work without supervision and take instructions</p> <p>Understanding and appreciation of the need to maintain confidentiality and work within agreed guidelines and procedures</p> <p>Able to exercise sound judgement at all times</p>	