



Invigilator

The Invigilator works with the Exams Officer during various examination periods throughout the year to ensure all exams are invigilated to a high standard and students are supported.

All members of Academy staff are expected to be professional and active members of the Academy community working as part of the team to raise standards, improve outcomes and opportunities for all students and promote a lifelong love of learning.

Experience

Experience is not essential, 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.

Successful applicants will be required to undertake an Enhanced Disclosure check by the DBS.

An ideal candidate will:

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

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Shore Academy instructions.
2. To play a key role in upholding the integrity of the examination/assessment process

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential 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 and observe 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 incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and 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, update 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)
 - other exams-related administrative tasks

Other Expectations of all Academy Staff

- To work professionally and effectively as part of a specific and wider Academy staff team;
- To be a positive, professional role model for all students;
- Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staff's professional position.
- Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and Academy policy.
- To support the Academy's distinctive mission and ethos.

