

Examinations Invigilator Job Description – The Piggott School



Reporting to	Exams Officer	Hourly pay rate	£15.35 (including holiday allowance)
Hours of work	By prior arrangement according to a detailed invigilation team schedule for annual Summer, November and January public/external exams series; for Year 11, 12 and 13 PPEs (pre-public exams aka mocks) according to the school calendar; and for certain other tests/exams throughout the year (e.g. vocational externally set tasks, practical exams (Art, Science, Food Technology), Maths Challenges...). It is a requirement that you can work at least the equivalent of two days per week during the summer series.		

Experience

Experience is not required as training will be provided. Applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. You will join an experienced, friendly invigilation team, dedicated to undertaking The Piggott School students' exam invigilation requirements throughout the school year.

An ideal candidate will:

- be flexible, reliable, and observant
- be calm, confident and a reassuring presence to candidates in exam rooms
- have effective communication skills and demonstrate common sense and use of initiative
- be a team player with vivacity and a desire to turn their hand to a variety of tasks within the role

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ) awarding body and The Piggott School Centre instructions.

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

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, for smaller cohorts, 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 always supervise candidates 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 check candidates' names on scripts are the legal names and that all required personal information has been completed by the candidates, including a signature where required (before candidates are dismissed)
- To collect exam scripts in the correct order according to the seating plan and candidate number order
- To dismiss candidates from the exam room
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, refresher or review sessions as required – currently once annually (compulsory)
- 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, prompter, scribe etc. (full training will be provided)

- exams-related administrative tasks, for example scripts processing and packing for dispatch, processing WP candidates' work (full training will be provided)