

The Canterbury Academy Trust
Schools for all the Talents



Exam Invigilator

The Canterbury Academy Trust is seeking to employ people who are enthusiastic, flexible, organised and reliable to join our invigilation team. Your role will be to support the Examinations Team in conducting examinations in an environment that enables candidates to perform at their best and in accordance with the regulations laid down by the Joint Council for Qualifications. You will supervise students taking external examinations and some internal mock and assessment tests.

You will be required to be available for work, on a supply basis. Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. The role requires excellent and effective communication skills and the ability to work under pressure. You should be able to enforce regulations firmly but fairly if necessary and to deal effectively and promptly with any problems. Flexibility, reliability and an eye for detail are essential, as is the ability to communicate clearly. The role will involve occasionally standing for periods of time and transporting exams equipment around the campus.

Full training will be provided but experience of working in an educational environment would be beneficial.

The post will be paid on an hourly rate of £10.65 (which includes a payment for holiday allowance)

Closing date for applications is the 31.10.2022 but please apply as soon as possible as this advertisement will be withdrawn as soon as sufficient suitable candidates are identified.

SAFEGUARDING:

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.



Exam Invigilator job description

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills

Main duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Canterbury Academy Trust regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room

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- Securely return all exam scripts and exam materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of exam timetable 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