



Post Title:	Examinations Invigilator
Terms & Tenure:	Casual Basis – Scale 2
Line Manager:	Examinations Officer
Staff Supervised:	None

Purpose of the Role

To ensure examinations are conducted according to the rules and regulations set out by the Joint Council for Qualifications (JCQ) and to uphold the integrity and security of the examination process.

Main Duties

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is, therefore, considered essential.

These include:

- Maintain the integrity and security of examinations in accordance with JCQ rules and regulations, awarding body and Christopher Whitehead Language College & Sixth Form instructions.
- Ensure that all candidates have an equal opportunity to demonstrate their abilities.
- Prevent malpractice and administration failure.

Before exams:

- Keep exam papers and materials secure at all times.
- Ensure exam rooms are set out to standard.
- Admit candidates into exam rooms.
- Distribute exam papers and materials to candidates.

During exams:

- Supervise candidates at all times and be vigilant throughout exams.
- Keep disruption to a minimum.
- Deal with emergencies or irregularities effectively.
- Deal with candidate queries.

After exams:

- Collect exam scripts.
- Dismiss candidates from the exam room.
- Complete attendance registers.
- Return exam scripts and other materials to the examinations officer.

Undertake, other duties requested by the examinations officer, these include:

- Complete compulsory training as required by JCQ and CWLC (online and in person).
- Supervision of clash candidates between examination sessions.
- Providing support for candidates with access arrangements e.g. as a reader or scribe.
- Examination-related administrative tasks.



Post Title: Examinations Invigilator (*continued*)

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school;
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy;
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately;
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.