

# APPOINTMENT OF EXAMINATION INVIGILATORS

## CONTEXTUAL INFORMATION

### The Exams Office

#### The Role of Invigilator

An invigilator is an integral position within the Exams Office and one that supports students at a significant point of their education journey. The role of invigilator is one that:

- supports the preparation and delivery of examinations in line with JCQ regulations
- has the highest ethical and moral standards so as to maintain the security and integrity of the examination process
- is able to provide guidance and support directly to students in what can be a high-pressure environment

Hours of work are on a casual basis to support the periods of examination (series) that take place throughout the school year with the main external examination series being May/June each year. Invigilators are also required during internal mock examinations that usually take place in December, April and July. Hours will be issued for all series and agreed with the Examinations Officer.

#### Summer External Examinations

It is essential that all Invigilators can commit full availability from **early May to end of June** inclusively to invigilate during the main external examination series in Summer 2025, and on an on-going annual basis.

A typical external examination would start from 9:00am for the morning and/ or from 1:30pm for the afternoon, and will run for the duration of the scheduled examination(s). At times an examination may go beyond the school day. Invigilators are expected to arrive up to one hour before any examination in order to prepare rooms before examinations start. Invigilators are expected to remain approximately 15-20 minutes after the examination has ended to pack away and return exam scripts and documentation back to the Exams Office. This time will form part of the hours to be paid.

#### Training

It is compulsory for all Invigilators to attend an induction training session for invigilation and safeguarding. Further mandatory training takes place throughout the year during mock examination series, during which all new invigilators must be available to attend up to 4 sessions. Mock examination training dates and sessions will be agreed with the Examinations Officer during the induction session.

Invigilators will also be expected to complete annual online training in order to satisfy JCQ Regulations.

#### Duties include

- To be familiar with the JCQ "Instructions for the Conduct of Examinations", and other requirements from the Examination Boards and school examination procedures.
- To assist in the preparation of the examination rooms.

- To assist in maintaining the security of examination papers in accordance with JCQ regulations and ensuring that no controlled material leaves the examination room except at the direction of the Examinations Officer.
- To assist in admitting the candidates to the examination rooms in a quiet and orderly manner and to help them find their correct seats.
- To assist with the distribution of question papers, ensuring each candidate has the correct papers, answer booklets and associated materials at the start of the examination as required. To issue additional paper and permitted materials, as necessary throughout the examination.
- To ensure that all candidates are aware of any erratum notices or other special instructions relating to the papers.
- To assist in the completion of the Attendance Registers and seating plans in accordance with JCQ regulations
- To supervise candidates to ensure the examinations are completed in accordance to the regulations.
- To supervise candidates if they need to leave the room for any reason, including a full evacuation and subsequent supervision of candidates in an emergency.
- To respond to candidate requests or queries as helpfully as possible, but always in adherence to the regulations.
- To ensure that those candidates who have access arrangements/special requirements have access to those requirements and to ensure readers and scribes work within the guidelines set down by the JCQ
- Deal with any incidents in accordance with JCQ regulations and school policy. To record those incidents and to inform the Examinations Officer immediately.
- To ensure the examinations are completed within the times set by the Examination Boards.
- To assist in the collection of papers in the correct order and to collect any other materials as necessary before the candidates are dismissed from the room.
- To dismiss candidates at the end of the examination in a controlled and orderly manner, ensuring silence as other examinations may be continuing.
- To assist in the supervision of any candidate who should not be allowed to come into contact with other candidates – usually for reasons concerned with clashes.
- To return completed papers and all other associated items to the Exams Office.
- To assist in the packaging and despatch of the completed papers at the direction of the Examinations Officer.
- To complete other tasks appropriate to the post under the direction of the Examinations Officer.
- Invigilators will also be asked to provide support to students with access arrangements in the form of a scribe or a reader.

### **Start Date**

It is required that successful candidates will start in November 2024.

### **Interviews**

Interviews are anticipated to take place within one week of the official application deadline.

We look forward to welcoming an enthusiastic, confident and reliable colleague, who will work with us to build on established strengths and contribute to the continuing successful delivery of assessments at Stratford upon Avon School.

Mrs Maxine Douglass  
Examinations Officer  
September 2024