



INVIGILATOR (& READER/SCRIBE) JOB DESCRIPTION

Reporting to	Examinations Officer
Hours of work	By negotiation and agreement during November (2 weeks), February 2 weeks) and May and June. Additional training days

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

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
 - confirm their availability in advance of main examination 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 examination 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 examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Antony's Roman Catholic School regulations and requirements.

Before examinations

- 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 examination conditions
- Give full attention to conducting the examinations properly

- Identify candidates and 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 examinations

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination 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 examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any external examination in a new academic year) Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

In addition to the duties outlined above, the below also applies **if** you also wish to act as Reader/Scribe during exam the external examination/assessment period. You will be required to specify if you are interested in acting as Reader/Scribe at interview and again if appointed.

Reader & Scribe

Under the management and guidance of Examination officer, to read and/or scribe during examinations for students with access arrangements in accordance with Joint Council for Qualifications (JCQ) Regulations.

Reader :

- A reader must read the exam paper or assessment materials accurately to the candidate;
- A reader may only read the instructions of the question paper(s) and questions and must not explain or clarify questions;
- A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so;
- Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text;
- A reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;



- A reader must not decode any symbols and unit abbreviations;
- A reader may read back, when requested, what the candidate has written;
- A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given

Scribe :

- A scribe must write accurately, and at a reasonable speed, what the exam candidate has said;
- A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- A scribe must write a correction if requested to do so by the candidate;
- A scribe must immediately refer any problems in communication during the examination to the invigilator;
- A scribe must not give factual help to the candidate or indicate when the answer is complete;
- A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- A scribe may at the candidate's request, read back what has been recorded;
- A scribe must complete the Scribe Record Sheet in accordance with JCQ regulations

To apply

Email the Exams Officer, Mrs Rowles: l.rowles@st-antonys.com

All successful candidates will be subject to a DBS check