

Job Description

<p>Job Title:</p> <p>Grade:</p> <p>Reports to:</p> <p>Job Purpose:</p>	<p>External Exams Invigilator</p> <p>£9.09 Per hour (casual)</p> <p>Examination Officer</p> <p>To implement examination procedures and ensure the proper conduct of examination candidates according to JCQ guidelines.</p>
<p>Duties:</p>	<ul style="list-style-type: none"> • Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams • Prevent possible candidate malpractice • To complete examination logs for all examinations • To report, communicate any problems/incidents/emergencies to the examination officer • Set up examination room(s) • Read out examination instructions according to the JCQ regulations and instruct candidates to begin examination • Record examination start and finish times • Complete exams attendance register and invigilator log as required • Ensure silence in the examination room and avoid disruption • Monitor candidates ensuring no candidate has forbidden items and removing any found • Ensure candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Examinations Officer • When absolutely necessary, escort candidates to the toilet • Ensure candidates are given access arrangements, if applicable • Maintain the security and integrity of the examination room



	<ul style="list-style-type: none">• At the end of each examination, collect question and answer papers in the accordance with instructions checking that all candidate papers are accounted for• Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct• To ensure all bags are placed at the back of the exam room and that all mobile phones and digital watches are switched off and handed in.• Checking completed scripts for candidates details
General	<ul style="list-style-type: none">• Ensure all candidates have an equal opportunity to demonstrate their abilities;• Ensure the security and uphold the integrity before, during and after the examination• Assist the Examinations Officer with the administration of exams• Ensure that the conduct of the examination takes place within the guidelines set down by the Joint Council for Qualifications as well as the information contained in the Invigilator Handbook.• BHSC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to do the same• Follow the guidelines of the BHSC Invigilator Handbook• A willingness to undertake invigilation training with the school

