



<b>Post Title</b>	<b>Exam Invigilator</b>
<b>Reporting to</b>	Exam Officer
<b>Responsibility Level</b>	Casual Contract
<b>Location</b>	Grace Academy Solihull
<b>Job Purpose</b>	To assist the Exams Officer to ensure all JCQ regulations are followed and ensure the smooth running of the examination process
<b>Main Duties</b>	<p>Ensure a calm environment to give the candidate the best possible opportunity to be successful in their exams.</p> <p>Help organize students at the start and end of each exam.</p> <p>Provide the correct information and material for successful completion of the exam.</p> <p>Ensure that the conduct of the exam takes place within the guidelines set down by JCQ.</p> <p>Whilst not disrupting the candidates it is important to be vigilant, particularly regarding requests for additional paper, equipment. Students are not allowed toilet breaks during examinations unless they have a medical pass (these students will need to be escorted to the toilets).</p> <p>If invigilators suspect malpractice is taking place they should refer the matter to the Exam Officer immediately. Please remember that unless the student has committed a clear breach of exam regulations (i.e. mobile phone ringing), then the student should not be removed from the exam hall until the Exam Officer or Senior Member of Staff arrives.</p>
<b>Specific Duties</b>	<p>To help and assist in setting up the room ready for students' arrival i.e. help by ensuring tables have the correct students name on in accordance to the seating plan, ensuring equipment necessary is available for students, ensure all notices are displayed in the correct places inside and outside of the examination room.</p> <p>Ensure all students leave their bags at the back or front of the hall.</p> <p>Ensure start and finish times are displayed along with the centre number.</p>



	<p>To ensure students do not have any Airpods, mobile phones, watches or other electronic/prohibited equipment on them. You should ensure the devices are switched off and kept at the front of the hall until the end of the exam in a labelled envelope.</p> <p>If there are any disturbances in the exam, the Exam Officer or Senior Member of Staff should deal with the situation. However, an invigilator should take note of the time of disturbance started and finished so that a report can be submitted to the exam board. The Exam Officer should be contacted immediately.</p> <p>Students may not leave an examination during the first hour or last half hour of an examination. (Unless escorted for exceptional reasons), always check with the Exam Officer or Senior Member of Staff.</p> <p>At the end of an examination ensure the answer booklets have been completed correctly, ensure question numbers have been entered in the appropriate box on the front of the answer booklets.</p> <p>Exam scripts need to be collected in order (by candidate number) the exam officer will advise collection procedures. Exam papers should be collected before the students leave the examination room.</p> <p>Help and assist in collecting equipment and preparing for the next examination.</p> <p>Help and assist in parcelling the examination papers ready for collection from Parcel Force.</p>
<p><b>Qualifications and Key Skills</b></p>	<p>No experience is needed as training will be provided by Grace Academy. An ideal candidate will:</p> <ul style="list-style-type: none"> <li>- Be flexible</li> <li>- Have effective communication skills</li> <li>- Be confident and a reassuring presence to candidates in exam rooms</li> <li>- Be able to concentrate and work quickly under pressure</li> <li>- Be punctual as it is imperative the examinations start as scheduled</li> <li>- Be able to maintain confidentiality</li> <li>- Use initiative in response to unexpected situations</li> </ul>