



# Ark Elvin Academy

## Job Description: Exam Invigilator

### The Role

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ark Elvin Academy instructions.
- To play a key role in upholding the integrity of the examination process.

### Key responsibilities

#### Before exams:

- To report to and be briefed by the exams officer prior to each exam session
- To support the exams officer in keeping exam papers and materials secure before, during and after exams
- To support the exams officer in ensuring exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To support the exams officer in identifying, seating, and instructing candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries.

#### During exams:

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries.

#### After exams:

- To support the exams officer in collecting exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

#### Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example:
  - supervision of clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - exams-related administrative tasks.

# Person Specification: Exam Invigilator

## Qualification Criteria

- Right to work in UK
- Mathematics and English GCSE or equivalent at Grade C or above.

## Knowledge and Experience

- Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

## Personal characteristics

- An ideal candidate will:
  - be flexible
  - have effective communication skills
  - be confident and a reassuring presence to candidates in exam rooms
- self-motivated and able to work under on own initiative
- genuine passion and a belief in the potential of every pupil.

## Specific Skills

- numerate and analytical with a high level of accuracy and attention to detail
- Excellent written and oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels.

## Other

- Commitment to the safeguarding and welfare of all pupils.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*

