



## Exam Invigilator

### Job Description

**Responsible to:** Exams Officer

**Hourly rate of pay:** £ 9.60 (Grade 2 point 7)

**Hours of work:** By negotiation during the main exam seasons (January, May, June) with additional dates in September, November and at other times.

### Overview

The role of the invigilator may vary slightly in different situations, but in general has three overlapping elements:

- a) Paperwork: giving out and collecting test papers, completing registers and other forms
- b) Implementing rules, and preventing malpractice
- c) Dealing with people: supporting candidates (ages approx. 15 - 19 yrs) and providing for their needs, as well as ensuring good behaviour; liaising with other centre staff; working with an invigilation team

### Main duties

To conduct examinations in accordance with JCQ, Awarding Body and Matthew Arnold School's instructions. Training will be provided.

This includes attending to arrangements before start, during the exam, and after the exam finishes.

### Other

To undertake, where required and where able, other duties requested by the exams officer, for example:

- Supervision of clash candidates between exam periods
- Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
- Exams-related administrative tasks

The main exam seasons at Matthew Arnold School are January (for mocks) and May & June (for final exams). However, we also run other exams and formal tests requiring invigilation during other months. We also require invigilators to attend training and briefing sessions.

Matthew Arnold School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for successful applicants.