Tupton Hall School - Job Description

Title: Examination Invigilator/Reader and Scribe

Post Holder: Vacancy

Salary: Single Status Grade 4 Point £7.76 per hour

Hours: Flexible

Responsible to: Examinations Officer via the Lead Invigilator.

Job Purpose

◆ To invigilate a range of Internal and External examinations.

◆ To ensure the smooth running of off-site examinations if required.

◆ To follow examination regulations as specified by the Joint Council for Qualifications (JCQ).

◆ To work flexible hours between 8.00 a.m. and 6.00 p.m. as appropriate for the examination.

◆ Duties may include reading and scribing for students who have access arrangements. Candidates are expected to have GCSE Grade C English Language and Mathematics or equivalent as a minimum to perform this role.

Core Tasks

◆ To ensure that examinations are carried out formally and in accordance with regulations set by Joint Council for Qualifications (JCQ). (‘Instructions for the conduct in examinations’ booklet will be issued to all invigilators’)

◆ To arrive at school at least 30 minutes prior to the scheduled examination start time. Starting times will be negotiated prior to the examination day.

◆ To collect examinations papers and materials as requested from the Examination Officer to be taken to various examination rooms within school.

◆ To ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates. (Lead Invigilator)
◆ To ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination room.

◆ To ensure seating plans and name cards are used for all examinations. These will be prepared by the Examinations Officer or designated person prior to the examination.

◆ To ensure that students bring only the following equipment into the examination room:

  * Clear plastic wallet or clear pencil case
  * Pens, pencils, rulers, eraser, pencil sharpener

Bottle water will be supplied to all students for AS and GCSE Examinations, no other drinks/sweets will be allowed in the examination room.

◆ To ensure that only candidates officially entered for the examination are permitted to sit the examination and that attendance registers are accurately and legibly completed.

◆ To ensure that all candidates are supplied with the requisite examination question paper(s) and materials.

◆ To be familiar with awarding body and school regulations for the conduct of the examination. (A copy is supplied within each examination room and discussed at Induction training).

◆ To ensure that candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations to the Examinations Officer.

◆ To maintain the security of examination papers and/or candidate scripts before, between and following the examination.

◆ To deliver completed candidate scripts and exam materials as requested to the Examinations Officer.

◆ To comply with all directions issued by the Examination Officer.

◆ Whilst invigilating, be vigilant but not intrusive.

◆ To quietly patrol between the desks, without disturbing students. (Soft shoes must be worn).

◆ To play an active role within the examination team.

◆ To act in a professional manner at all times.

◆ To attend training sessions as required.

◆ Any other duties as may be reasonably allocated by the Headteacher or Examinations Officer.
Other Considerations

◆ Students are expected to enter the Hall/Examination room in silence and sit in silence. There must be no communication of any kind (e.g. talking, excessive looking around the room, whistling or tapping at any time during the examination).

◆ Students are continually reminded of the standards of behaviour expected of them.

If any students do not conform to these standards, please refer to the *Instructions for the conduct in examinations* booklet and send for the Examinations Officer or a member of the Senior Leadership Team immediately.

Minor breaches of standards should be reported to the Examinations Officer and entered onto the Invigilator Log, which is available in each examination room.

◆ If a student finishes the examination early, they are expected to remain in the examination room until the end of the examination.

*They cannot leave early. They must not disturb the work of others.*

◆ Any concerns, please contact the Examinations Officer or a member of the Senior Leadership Team via the school office.

◆ The standard guidelines are 1 invigilator to 30 candidates; however there will always be an additional invigilator/member of staff in attendance for support and in the case of emergencies.

Signed ___________________________ Date ___________________________

(This job description is to be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.)
PERSON SPECIFICATION

_Tupton Hall School is looking to appoint personnel who would:_

◆ be enthusiastic and committed to the school
◆ have the ability to adapt to change
◆ have the ability to work closely with a wide range of other professionals in a supportive and constructive way
◆ be able to demonstrate a record of personal time management and possess the management skills necessary to direct others
◆ operate calmly and effectively within an environment which makes variable demands
◆ at all times operate in a professional and tactful manner, ensuring that any security requirements as required by Child Protection and Data Protection are adhered to
◆ have the ability to work as a member of a team as well as independently
◆ show initiative and self-motivation
◆ be aware of Health and Safety issues and implement these at all times

**Experience:**

**Desirable**

◆ Experience of working with young people, not necessarily in a school environment.
◆ Supervisory experience

**Essential**

◆ GCSE Maths and English equivalent at Grade C or higher
◆ Experience of communicating with people at all levels and the ability to communicate oral instructions clearly
◆ Good interpersonal skills and ability to give accurate attention to detail
◆ Flexibility
◆ Good preparation and organisational skills
◆ Ability to work to deadlines
◆ Professional appearance

**Training** - Training in all aspects of invigilation will be given to the successful candidates.

**Physical Requirements** - There are no physical requirements, but the successful candidate is expected to be in good health.
EXAMINATION RESPONSIBILITIES

LEAD INVIGILATOR

- Support the Exam Officer in the receipt, storage and distribution of examination materials.
- Provide administration support including examination name cards, seating plans etc.
- Checking of exam materials and preparation of Examination Boxes for separate rooms
- Despatch of completed exam papers to examiners.
- Distribution of exam papers and materials to the exams hall/separate rooms
- Timely start and finish of examinations.
- Preparation of exam room by display of relevant notices and information inside and outside of the examination room, setting up of whiteboards and display of clocks.
- The reading aloud of the examination day script to students immediately prior to examinations commencing.
- Assist in training of Invigilators.
- Support the examinations officer in the use/organisation of examination rooms.
- Summoning of assistance when required from relevant member of staff.
- Admittance of correct students only into the exam room.
- Distribution and collection of examination papers and materials in the exam room.
- Completion of attendance lists/seating plans.
- Checking of student materials to ensure that names and relevant numbers are completed and to complete where necessary.
- Return of examination papers and materials to the examination department or locking in exam safe returning keys to Exams Officer.
- Escorting of students to allocated areas in emergency situations.
- Escorting of clash students to and from the exam room where required.
- Supervision of students with examination clashes over lunchtimes where required.
- Supervision of scribes/readers to ensure that unauthorised communication doesn’t take place with the student during the exam.
- Handling of malpractice incidents in the exam room.
- Reporting of malpractice incidents and writing of subsequent reports where necessary.

INVIGILATOR

- Security and safety of examination papers and materials outside of the exams department.
- Maintenance of quiet in the examination room and immediate vicinity and adherence to JCQ rules.
- Summoning of assistance when required from relevant member of staff.
- Admittance of correct students only into the exam room.
- Distribution and collection of examination papers and materials in the exam room.
- Completion of attendance lists/seating plans.
- Checking of student materials to ensure that names and relevant numbers are completed and to complete where necessary.
- Return of examination papers and materials to the examination department.
- Escorting of students to allocated areas in emergency situations.
- Escorting of clash students to and from the exam room where required.
- Supervision of students with examination clashes over lunchtimes where required.
- Supervision of scribes/readers to ensure that unauthorised communication doesn’t take place with the student during the exam.
- Informing the Lead Invigilator of malpractice incidents in the exam room.
- Reporting of malpractice incidents and writing of subsequent reports where necessary.
READER & SCRIBES

• Readers and Scribes should ensure a cover sheet is completed and attached to the candidates completed script.

• A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. This may involve reading the whole paper to the candidate or the candidate may request only some words to be read.

JCQ Rules: A reader:

✓ may enable a visually impaired candidate to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates.

✓ may read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words).

✓ may read back, when requested, what the candidate has written.

✓ may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.

✓ must read accurately.

✓ must only read the instructions of the question paper(s) and questions, and must not explain or clarify.

✓ must only read the instructions/rubric of a paper testing reading and must not read individual questions or text.

✓ must abide by the regulations, since failure to do so could lead to the disqualification of the candidate.

✓ must not advise the candidate on which questions to do, when to move on to the next question, nor the order in which questions should be answered.

✓ must not decode any symbols and unit abbreviations e.g. 2 should not be read as two squared, but the function simply pointed to by the reader. Part of the assessment is recognising what the superscript 2 means. Similarly, the symbol > is printed, it should not be read as ‘greater than’ but simply pointed to by the reader.

• A scribe is a responsible adult who, in a controlled assessment, coursework and/or in an examination but not in orals, writes down or word processes a candidate’s dictated answer to the questions.

JCQ Rules: A scribe:

✓ must write or type accurately, and at a reasonable speed, what the candidate has said (except in an examination requiring wording processing where a scribe will not be permitted).

✓ 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.

✓ must abide by the regulations since failure to do so could lead to the disqualification of the candidate.

✓ must write or word process a correction on a typescript of requested to do so by the candidate.

✓ must immediately refer any problems in communication during the examination to the invigilator.

✓ must not give factual help to the candidate or indication when the answer is complete.

✓ must not advise the candidate on which questions to do, when to move on to the next question, nor the order in which questions should be answered.

✓ may, at the candidate’s request, read back what has been recorded (written).