

Examination Invigilator

Location	West Craven High School
Report to	The Exams Officer
Hours of work	As and when required
Rate of pay	£12 per hour
Closing date	We recruit invigilators on an ongoing basis

Pendle Education Trust

Nelson and Colne College, Scotland Road, Nelson, BB9 7YT Tel 01282 440 249 Email contact@pendleeducationtrust.co.uk Company Registration Number: 08263591 Place of Registration: England and Wales



Experience

Experience is not required as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

Key Responsibilities

- 1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Examination Officer's instructions.
- 2. To play a "key role in upholding the integrity of the external examination/assessment process" [JCQ ICE 6]

Before exams

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct 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 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 collect exam scripts
- To dismiss candidates from the exam room
- To "check that the names on the scripts match exactly the details on the attendance register" [JCQ ICE 6]
- 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)
- Exam related administrative tasks

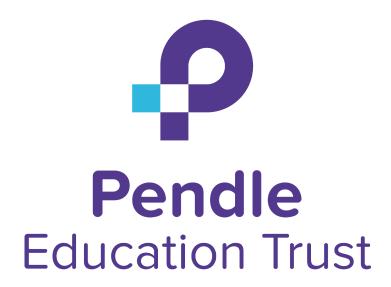


Trust Responsibilities

- 1. Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively
- 2. Value diversity and promote equality
- 3. Adhere to Trust policies and procedures including Health and Safety
- 4. Be responsible for safeguarding and promoting the welfare of children and young people
- 5. Work flexibly
- 6. Any other duties that the Principal or Chief Executive consider appropriate

Please note all applicants will be required to complete a full disclosure and barring service check.





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