



SIR THOMAS FREMANTLE SCHOOL

CO-EDUCATIONAL SCHOOL FOR STUDENTS AGED 11-19

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WINSLOW
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Post title:	Examination Invigilator
Salary:	dependent on experience
Hours:	variable
Location:	Sir Thomas Fremantle School, Winslow
Reporting to:	Examinations Officer

Context of the job:

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failure.

Invigilators must:

- sign into the Centre on arrival and sign out when leaving;
- wear an official Invigilator ID badge **at all times**;
- attend a training session (new invigilators) or update meeting (existing invigilators) prior to the examination season;
- be familiar with both the contents of the STFS Invigilator Handbook and the JCQ 'ICE' (Instructions for Conducting Examinations) booklet;
- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- be familiar with the JCQ 'Warning to Candidates', JCQ 'Information for Candidates' and the JCQ Mobile Phone Poster, along with any specific instructions relating to the subjects being examined;
- inform the Examinations Officer and/or Head of Centre if they have concerns about the security of the examination papers;
- maintain the confidentiality and integrity of the examination process at all times.

Invigilators must not:

- carry out any other task (e.g. reading a book, marking) in the examination room;
- communicate with candidates other than for the purposes of conducting the examination;



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- offer advice, assistance or guidance to candidates in the comprehension of an examination paper or the completion of a question or questions;
- discuss or disclose confidential or personal information relating to candidates or examination administration other than within the requirements of the role of invigilator.

You will be working as part of the STFS invigilation team, reporting to the Examinations Officer and ultimately to the Head of Centre. You will be expected, amongst other things, to establish the identity of all candidates sitting an examination; to distribute examination papers and assist in preparing the examination room; to supervise candidates entering and leaving the examination room and during the examination; to collect students' mobile telephones and any other electronic equipment with a communication or data storage facility prior to the examination and return them afterwards, according to school procedure; to be fully conversant with and able to follow emergency evacuation procedures; and to collect examination scripts after the examination and pass them to the Examinations Officer.

Invigilators will work within the school on an ad hoc basis. Examinations are taken at various times during the academic year so the work can be seasonal. There are no guaranteed hours. Working days and hours are flexible and the role requires invigilators to be reliable and punctual.

The post requires DBS clearance.

Person Specification:

The ideal candidate will:

- understand and follow instructions and have the ability to give instructions as required in accordance with examination procedures and guidelines;
- understand the importance of working within the boundaries of the role and be able to ask for assistance when required;
- project a calm, reassuring manner in front of students;
- be able to provide an appropriate level of authority when issuing instructions and conducting the examination;
- be able to remain vigilant in examination situations for periods of time up to 3 hours.

Payment:

Payment will be made directly in to your bank account on or around the 25th of each month in which invigilation work has been carried out. The rate of pay is for examination invigilation is variable and dependent on experience; training sessions are paid at a flat rate of £10 per session.

Sickness/absence:

The role of invigilator is crucial to the logistics and integrity of the examination process. If you are unable to invigilate for a particular examination you must contact the Examinations Officer before 8.00am on the day of the examination.

If you are unable to attend a training and/or update session you will not be able to act as an invigilator during that examination season.

Confidentiality:

You are required to respect confidentiality and must not discuss or disclose confidential or personal information regarding candidates or the examination administration other than with the appropriate people



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for the purposes of the invigilation. Any breach of confidentiality will result in immediate and permanent removal from the STFS list of examination invigilators.

Training:

All invigilators must undertake training and/or update sessions before each examination season. Attendance at these sessions is mandatory. Invigilators will be paid to attend these sessions at a flat rate of £10.

