



# West Hatch High School

West Hatch are looking to recruit casual examination readers/invigilators for the forthcoming exam season. We have internal exams taking place during various dates of the year. Rates of pay are £10.89 per hour. Full training will be provided.

This appointment is subject to an enhanced DBS check and satisfactory references.

## ***JOB DESCRIPTION***

**Title of Post:** Reader/Invigilator - £10.89 per hour

**Purpose of Job:** To implement examination procedures and ensure the proper conduct of examination candidates.

## **Duties and Responsibilities:**

### **General requirements**

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

### **An ideal candidate will:**

- be reliable, flexible and readily available during main exam periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- Assist students with Access Arrangements, ie reading

### **Main duties**

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and West Hatch High School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams**

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Ensure silence in the examination room and avoid disruption at all times
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

### **During exams**

- Supervise and observe candidates at all times and be vigilant throughout exams – Walk around the examination room, ensuring no candidate has forbidden items and remove and report
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

### **After exams**

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

### **Other tasks**

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example
- centre supervision of exam timetable clash candidates between exam sessions
- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

The duties above are neither exclusive nor exhaustive and the ost holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

### **To apply**

Please visit [www.westhatch.net](http://www.westhatch.net) to download a non-teaching application form under the 'Join Us/Admissions' section. Alternatively, you can email [recruitment@westhatch.net](mailto:recruitment@westhatch.net)

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