



Radnor House
— SEVENOAKS —

JOB DESCRIPTION

Exams Invigilator

Line Manager: Examinations Officer

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Key Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Radnor House Sevenoaks instructions.
- To play a key role in upholding the integrity of the examination/assessment process

Key Tasks:

Before exams

- To report to and be briefed by the exams officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- 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 always supervise and observe candidates and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, update 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)
- other exams-related administrative tasks

Other considerations:

- At all times work within the framework provided by the School's Policy statements to fulfil the aims and objectives of Radnor House Sevenoaks and regarding safeguarding of children.
- Co-operate with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of your own Health and Safety and that of others who may be affected by your acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head, Senior Deputy, Deputy Head or Examinations Officer.
- To carry out the role outlined in this job description to the highest level.

The above Statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.

