



Invigilators

Hours: various between 1st March to 31st March, and 9th May to 18th June 2018

Term time only. £8.00 per hour

We are seeking to recruit a pool of Exam Invigilators to work with the existing team in the running of internal examinations.

Please note that due to JCQ regulations, parents/carers of students are not permitted to be Invigilators. However, please do let others know about this advertisement.

The role of an Invigilator would be ideally suited to applicants who feel a sense of responsibility for today's young people; who are able to work flexible daytime hours; have effective communication skills; are confident; and can be a reassuring presence for candidates in exam rooms.

Full training will be provided and working hours will be negotiated for each exam period.

Experience

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

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Atrium Studio School instructions.

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 supervise and observe candidates at all times 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 that candidates' names on scripts match the details on the Attendance Register
- ▶ To return all exam scripts and exam materials securely to the Exams Officer.

Other:

- ▶ To attend training, update or review sessions as required
- ▶ Other exam-related administrative tasks.

Atrium Studio School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS check.

For further information, an application pack or an informal chat, please contact Carole Chesterton on 01364 655399, or email examsofficer@atrium-studio.co.uk