

Magdalen College School – Invigilator Job Description

Post Title	Examinations Invigilator
Reporting to	Examinations Officer
Specific responsibilities of the post	<p>To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. This involves:</p> <ol style="list-style-type: none"> 1. Assisting with the supervision of candidates entering the Examination Room/ Hall and ensuring that seating arrangements are satisfactory before the start of the examination 2. Ensuring all candidates receive appropriate examination question papers, answer paper and other materials 3. Ensuring that the seating plan is complete and accurate 4. Ensuring that all candidates are aware of the pre-exam start information and of any erratum notice that may affect them 5. Ensuring that Exam Board regulations are obeyed during the course of the examination ie: <ol style="list-style-type: none"> a. No inappropriate items (mobile phones, personal stereos, revision notes etc) are brought into the exam room unless specifically allowed b. There is no talking or disruption for the candidates once an examination has begun c. Candidates are not helped in any way to interpret the question paper 6. Responding to candidate needs/requests during the examination 7. Recording any incidents during the examination in the examinations log 8. Ensuring answer scripts are collected in candidate number order and are supervised as required until they are delivered to the exams office 9. Attending Training sessions as required
Dates/Times when needed	<ol style="list-style-type: none"> 1. Examinations normally take place between 08:45am and 4:00pm but some work may be required outside of these times 2. Examinations sessions are held in November, December, January, February, March and May to June
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities 2. To support the personal and social development of students within the school 3. To engage actively in the Performance Management Review Process 4. To implement all school policies
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities 2. Committed to the ethos of Magdalen College school 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their professional knowledge and skills. 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community