



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

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| Position Title | Examinations Invigilator | Reference: February 2020 |
| Function/Department | Secondary School | Location: AIS |
| Manager Title | Examinations Officer | |
| Position Type | Fixed Term | |
| Position Status | Part Time | |

Position Objective

- Support in the administration and supervision of internal and external examinations and testing.
- To ensure that the conduct of the examinations takes place within the policies and procedures set by the school and/or other external examination board requirements.
- To support the Examination Officer and Chief Invigilator with the day-to-day operation of examination venues.

Please note that this position experiences high and low-intensity periods. As such there will be times throughout the year when this person will not be required, but must be available to work over a prolonged period at peak examination times. This is typically during May, August, October and November.

Specific Responsibilities

Duties

- Set-up of the examination venue by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Supervise candidates entering and leaving examination venue ensuring they do so in an orderly and quiet manner
- Ensure that candidates have the correct equipment at the beginning of the examination and do not take any part of the assessment or materials with them when they leave
- Escort students to assigned seats as per the examination seating plan
- Ensuring that candidates do not talk once inside examination venues
- Confirm candidate attendance cross checking with student identification at the beginning of each examination reporting any absent students
- Ensure that prohibited items are not brought into the examination room and report any suspicious activity by students during the examination by referring the incident to the Chief Invigilator or Examination Officer
- Work with the Chief Invigilator to deal with queries and requests raised by candidates to ensure their needs are met while adhering to the school and/or external boards examination policies and procedures
- To support students by providing them with a calm environment where they have the best possible opportunity for success
- Collect and collate examination scripts at the end of each examination in accordance with strict procedures;(both internal and external procedures)
- Supervise candidates that are under full center supervision;
- Take charge of and maintain student safety which may include the implementation of evacuation procedures in the event of fire, or lockdown of the venue whilst maintaining the strict processes and procedures of both internal and external examination bodies.



It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Excellent communication skills and time management.
- Ability to work effectively and efficiently both individually or as a part of a team.
- Ability to accept and carry out instructions from the Examinations Leadership Team.
- Excellent verbal and written English skills.
- Excellent attention to detail.
- Excellent problem-solving abilities, especially when under stressful conditions.
- Ability to work autonomously.
- A willingness to support students during what can be a stressful time
- Experience in an examination context within an education environment would be a distinct advantage

Contacts

- Examination Officer and Chief Invigilator

Working Conditions

- Official working hours 8am to 4.30pm or as required Monday to Friday

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours : 8:00am – 4:30pm, Monday to Friday