



King's Academy Binfield

Exam Invigilator

Salary: £10.50 per hour

Reporting to: Examinations Officer

Hours: By negotiation and agreement during the exam seasons. You will need to be available during the examination periods in November, January, March, May and June, on days agreed in advance. You will also be required to attend an annual training session(s) as required.

As a new, rapidly expanding academy the school's first set of senior internal exams will be taking place in June 2022 with the complete range of mock/GCSE examinations commencing during the 2022/23 academic year. The main GCSE exam season is in May/June with internal examinations taking place in November, March and June, you will be required to supervise these exams.

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

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
- basic IT skills (familiar with use of email, mobile phone messaging etc.)

Main Duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and [insert centre name] 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
- 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
- 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'

King's Academy Binfield (KAB) opened in a superb new building in September 2018 with 120 in Year 7 and will grow year on year to a roll of over 1800 students, aged 3- 18. The primary phase is both at KAB and King's Academy Oakwood (KAO), a primary school a mile away, which opened in September 2019. KAB and KAO are part of the King's Group Academies MAT led by a team of former and current Ofsted 'outstanding' head teachers and Her Majesty's Inspectors (HMI). Please note link to King's Group Academies Vision and Mission - <https://kingsacademies.uk/about-us/vision-and-mission/>

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young students and expects all staff to share this commitment. The successful applicant will need to undertake an enhanced DBS check.

An application form is available on our website <https://www.kgabinfield.uk/> under Vacancies or direct from Amber Walker at: amber.walker@kingsacademies.uk.

Please submit application forms direct to the email or by post to: Amber Walker, King's Academy Binfield, St. George's Park, Binfield, Bracknell, Berkshire, RG42 4FS.