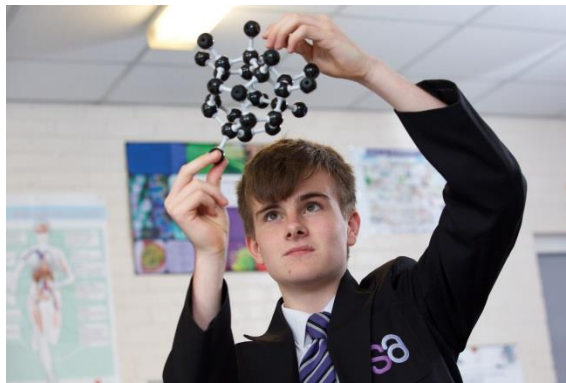


The appointment of Examination Invigilators



Principal: Mrs S Sprack

Invigilators have a key role in upholding the integrity of the examination process. The role of the invigilator is to ensure that examinations are conducted in accordance with regulatory requirements, to ensure that all candidates have an equal opportunity to demonstrate their abilities. You will be given the opportunity to come into school to discuss the role in more detail and ask any questions you may have.

We can offer:

- £10 per hour
- Paid training
- Full support of the Examinations Officer

We require:

- Full availability throughout the year
- Ability to work at short notice if necessary
- Professional presence and attitude

Academy Overview

We are currently graded as good by Ofsted and are situated in the small 'town' of Epworth on the A161 Goole to Gainsborough road, three miles from the M180. Doncaster and Scunthorpe are both approximately twelve miles away. Open countryside backs onto the Academy playing fields. This is a farming area, mostly arable. The catchment area includes Primary Academies in seven district villages, but we often 'draw' from as many as 23 different Primary Academies.

South Axholme Academy is part of Isle Education Trust (IET) which is a multi-Academy trust and at present includes Epworth Primary Academy, South Axholme Academy and Coritani Academy in Scunthorpe. South Axholme Academy is currently the 11-18 part of the trust and is a mixed Academy. It has a discrete catchment area so that only a very few children are 'lost' to private or voluntary aided Academies. The student intake is of average ability. Public examination results are well above national average figures.



Job Description

Job Title	Examination Invigilator	Post Number	n/a
Department	Examinations	Application deadline	n/a
Salary	£10 per hour	Interview Date	tba
Type of contract	Casual	Weekly hours	As required
Location	South Axholme Academy, Epworth, Doncaster		

Experience –

Experience is not required as full training will be provided; although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will be:

- Flexible and adaptable
- Conscientious and reliable
- Have effective communication skills
- Be confident and a reassuring presence to candidates in exam rooms
- Ability to work as part of a team
- Good standard of education

Main Duties –

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Axholme Academy instructions.
- To play a “key role in upholding the integrity of the external examination/assessment process”

Before Examinations –

- Report to the examinations officer prior to each examination session
- Keep exam papers and materials secure before, during and after examinations
- Ensure exam rooms are set out to standard
- Admit candidates into exam rooms
- Identify, seat, and instruct candidates in the conduct of their examinations
- Distribute the correct exam papers and materials to candidates
- Deal with candidate queries

During Examinations –

- Supervise candidates at all times and be vigilant throughout examinations
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any disruption or irregularities
- Complete attendance registers
- Deal with candidate queries

After Examinations –

- Collect exam scripts
- Dismiss candidates from the examination room
- 'check that the names on the scripts match exactly the details on the attendance register' (JCO ICE 6)
- Securely return all examination scripts and exam materials to the Examinations Officer

Other –

- Attend training, refresher or review sessions as required
- Undertake, where required, and where able, other duties requested by the Examinations Officer, for example:
 - Supervision of clash candidates between examination sessions
 - Facilitating access arrangements for candidates, for example, as a reader, scribe etc. (full training will be provided)
 - Examination related administrative tasks

Responsible to: Exam & Data Support Coordinator



The Application Process

An application form can be found on our website at:

<http://www.southaxholmeacademy.co.uk/SAX/aboutUs/vacancies.php>.

If you would like further information about this vacancy please contact Sally Lane on 01427 872121 ext. 102

South Axholme Academy promotes equality of opportunity and welcomes applications from all sectors of society.