



THE BRIT SCHOOL

Invigilator Application Information

The BRIT School are looking for new invigilators to join our team for the Summer 2024 exam season May – July 2024. We are also offering ad hoc exam invigilation and administration throughout the academic year. This is a 0-hour contract position.

- We are looking for applicants who share our BRIT values and ethos of inclusivity.
- We pay £11.50 an hour (not including an hour lunch breaks)
- Applicants should not have any relatives as current students attending the school in year 11. If an applicant has a relative who is a current student in post 16, they will not be able to invigilate the post 16 exam sessions for selected pathways.
- Alumni applicants must have left the school over two academic years previously before academic year 2021-2022.
- IT skills such as Microsoft package skills are required for administration tasks.
- **DBS checks are required.** DBS checks will be completed by successful applicants and applied for by The BRIT School before starting the role.
- **Safeguarding training is required to be undertaken for successful applicant.**
- **Invigilator training will be provided** in line with Joint Council of Qualifications (JCQ) requirements (Training is on-site)
- Invigilators start at 8am for the morning exams and 12pm for the afternoon national exams season for Summer 2024 (non-exam assessment and mock exam assessment start times will vary).

Deadline for application: **18th March 2024**

To apply please ensure you met the above requirements and have read the below role and responsibility information, please complete the application form [here](#).

An online meeting will take place to ensure suitability before training is offered for the role, this will take place on either the **19th, 20th or 21st of March 2024**. Training will take place in April 2024.

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Role & Responsibility

Job Title:	Invigilator
Reporting to:	Exams Manager
Staffing Responsibilities:	None
Salary:	£11.50ph

Main activities & Requirements:

Before exam

- Sign in at exam office- on invigilators record sheet.
- Pick up packs/stationery - check enough papers and correct room allocation.
- Sign out papers from exam office in a mock, count how many signed out.
- Receive papers in the exam room in a real exam, count how many packs provided to you. Check the date on front of packet of exam.
- You could be asked to assist collecting papers from the safe as a second person for the two-eye check for live exam papers in real exams.

Setting up the room

- Door List to be placed outside room
- Check the clock is working and visible
- Display exam posters (outside of the exam room)
- Put up centre number and fill out exam details on white board in exam room
- Desk numbers to be placed on desks
- Check for AA students and work out duration of exam if extra time
- Check the material allowed for exam on front of exam paper

Before Exam – Student entering room:

- Remind students to switch off **mobile phones/ headphones/ electrical items** and remove **wrist watches** and to place any unauthorised items with them in bags/coats outside of exam room or in plastic bags taken in by invigilator to be kept in the exam office.

- Instruct students to leave all bags and coats outside of the exam room, only writing/maths equipment and clear plastic water bottle are allowed in room with them.
- Remind students they must enter in silence no verbal or non-verbal communication – as they will be disqualified for any communication with other students in exam room. Allow entry 5-10 mins before the exam starts depending on room size.
- Instruct students to check desk numbers and place their school ID on the desk face up (students without ID cannot sit the exam- check identify with exam manager or lead invigilator)

Starting the exam at 9am/ 1pm – Invigilators set up an hour before the exam session and the start time varies for Non exam assessments and mocks.

- Ensure students sit in silence and settle promptly
- Exam papers to be placed on desks **face up**, according to register only once the students have been seated in the room just before the exam begins.
(check the paper if foundation or higher tier for each candidate)
- Remind students that they are not yet allowed to open the paper on their desk.
- Check the students do not have any unauthorised material
- Read the suggested announcement - ensure the rubric is read aloud, candidates must fill in details and sign the exam paper
- Start exam- Records actual start time and finish time on the board and in exam pack.

During the assessment

- No other work or activities can be undertaken during an exam.
- Fill in register and check all IDs
- Supervise candidates at all times to prevent any cheating or distractions.
- Do not give any information to candidates about any of the question or the requirements for answering questions, invigilators cannot read any questions for candidates
- Do not allow anyone in the exam room, except for exam staff & JCQ inspectors
- Record any late candidates up to 9:30am and allow them the full exam time, for students arriving after 9:30am contact the exam manager.
- Do not allow candidate who arrive after 10am / 2pm in the exam room.
- Do not allow any exam paper to be removed from the exam room
- Candidates who need to use the toilet must be accompanied by an invigilator- call exams department for assistance if needed.

- Always maintain the correct invigilator candidate ratio (1:30)
- Candidates who finish early must remain in exam until the end duration of exam.
- Do not give time reminders through the exam- a five-minute warning at the end is enough.

Finishing the exam

- When the time is up, instruct candidates to stop writing and remain seated
- Collect scripts in candidate order number, including unused stationery and source material
- Check the front page has been filled in correctly and signed, including answer sheets
- Clean down invigilator desk, candidate desk, backs of chairs and door handles, light switches to ensure room is ready for next exam. (Not required if the next student is the same student in a new exam)
- once all the scripts have been collected and counted in, invigilators may dismiss students' row by row in silence

After exam

- Gather all exam material and return to the Exams Office
- Return all items from packs/stationary
- Check full attendance list returned and every candidate has a paper
- Sign In papers to exam office- count how many signed in.
- Sign out invigilators record book

Things to add:

- Training once a year for paper-based written exams and practical exams.
- Clash cover- over lunch invigilator session to keep student with a clash in controlled exam conditions.
- Invigilators maybe asked to attend training to be a scribe/ reader/prompter
- Invigilators must keep a record of their own working hours and schedule to claim for hours worked.
- Add Hoc Administration, such as but not limited to, results day administration, statement of entry, timetable and certification administration, non-exam assessment administration.