



KING WILLIAM'S COLLEGE

Invigilators - Job Specification

Title:	Invigilator
Reports to:	Examinations Officer
Job location:	King William's College
Hours:	By negotiation and agreement during April, May and June 2024. AM sessions usually start 0830 and PM Sessions at 1300 but you will be advised of the times prior to you accepting that session (some sessions will start at 0730 and 1130). There may also be opportunities for invigilating examinations outside the summer exam season.
Closing date:	26 April 2024



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education.

A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

The School

King William's College was opened in 1833 and enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. The School became fully co-educational in 1987 and in 1991 merged with The Buchan School. The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos.

The sites are less than two miles apart, the Buchan provides Nursery and Junior School curricula for pupils aged two to 11 years. King William's College, the Senior School, provides a non-selective education up to (I)GCSE and in the Sixth Form all students take the International Baccalaureate (IB) Diploma. We introduced the IB in 2002 and are therefore one of the most experienced IB schools in the UK. There are



The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

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
 - confirm their availability in advance of main examination 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 examination 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 examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ, CAIE and IBO regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body, Cambridge International (CAIE) and International Baccalaureate Organisation (IBO) regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations

- 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 examination conditions
- Give full attention to conducting the examinations properly
- 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 examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination 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 examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register • Securely return all examination scripts and materials to the Exams Officer

Other tasks

- Undertake training, update and review sessions as required
- Prior to invigilating any external examination 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 examination timetable clash candidates between examination 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'

Applications

A completed application form together with a covering letter should be submitted by post to:

HR Department

King William's College

Castletown

Isle of Man IM9 1TP or by

email to: hr@kwc.im