

Le Rocquier School

Exams Invigilator recruitment, training, monitoring requirements.



DATE CREATED: 2018

REVIEWED: April 2022

NEXT REVIEW DATE: April 2023

LEAD PERSON: Exams Officer

Recruitment

Invigilators will be recruited from the Government of Jersey non-teaching supply list (DBS check and references taken to join the list held by Government Central HR) and will have been screened and interviewed by Human Resources to ensure they are appropriate for the role and meet all the necessary requirements to work with young people.

The Exams Officer will meet with the individual and discuss the role to ascertain suitability for the centre.

Training

It is a requirement of JCQ and the Exam Boards that invigilators be trained to complete their role in the exam process.

When employing new invigilators the Exams Officer will train the individual or group by going through in detail the JCQ ICE book which details the required process of the exam season. For exam boards not covered by JCQ the Exams Officer will train the invigilators in line with the individual boards requirements. All exam invigilation guidelines and policies will be available to the invigilators prior to and during each exam in the locations of these exams.

The Exams officer will also use past experience and issues that have been discussed at line management meetings and from the JCQ inspection process.

For experienced staff a training date will be set, on site staff will be an inset day prior to exam season, off site staff will be held at a convenient time prior to any exam season. This will recap ICE and include any updates. At this training session the Exams Officer will detail any special requirements and how these are to be managed in the exam rooms referring to the Access Arrangements JCQ book.

A log of training is held by the Exams Officer.

Monitoring

It is the role of the Exams officer to ensure the correct ratios of invigilators to candidates are met for each exam or assessment. The Exams officer must ensure the invigilators have received the correct training for the role and have the required documents available to refer to in each exam. The Exams Officer or Senior Leadership member in charge of Exams will be available for support for each exam or assessment.

The Exams Officer will continually monitor and support invigilators throughout the exam season. The Exams officer will start and observe in the majority of exams and assessments and note any issues.

Further training will be given as required to address any issues where possible. Where issues cause maladministration the Exams Officer will inform the exam board immediately and follow disciplinary procedures with the staff member.