



VACANCY

EXAM INVIGILATORS

Part-time as and when required

Salary Range: £8 per hour

REF: THA220

Are you a mature, responsible and calm individual? Are you interested in part-time work?

The Harefield Academy is looking to expand its team of Exam Invigilators and is seeking efficient, flexible and well organised people who work well in a team, with good communication skills. Work is varied and flexible at key exam times throughout the year for all of our GCSE, GCE and BTEC online examinations, internal examinations, along with internal assessment testing.

- Full training will be given to those who are successful
- Help to set up the exam room, lay out exam papers in accordance with seating plans
- Display correct exam signage in accordance with JCQ regulations
- Ensure that exams are conducted in accordance with instructions issued by JCQ
- Be vigilant at all times
- Ensure a calm environment within the exam venue
- Full understanding of the invigilator handbook and exam processes
- Read, understand and implement the JCQ 'ICE' (Instructions for Conducting Examinations) booklet
- Deal with students and any disturbances during the exam
- Report any issues or disturbances to the lead invigilator as soon as they arise during the exam
- Report any suspected malpractice or discrepancies during the exam to the lead Invigilator
- Complete attendance registers noting absent candidates at the start of the exam
- Collect exam papers at the end of the exam, checking candidates details on the front cover have been completed
- Check exam numbers on exam scripts against students' names, complete packing registers for dispatch
- On occasion act as a scribe or reader or offer practical assistance for students with exam arrangements (full training is provided)
- Carry out any other duties requested by Senior Exams and Data Manager

To obtain an application form please contact:

Human Resources at The Harefield Academy 01895 827862 QUOTING Ref. THA 220

Completed application forms should be returned to:

Human Resources, The Harefield Academy, Northwood Way, Harefield, Middlesex, UB9 6ET

T: 01895 822108 F: 01895 822414 E: HR@theharefieldacademy.org W: www.theharefieldacademy.org
Headteacher Tash Moriarty

