

# MANAGING AND TRAINING YOUR INVIGILATION TEAM

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- Evaluating performance of your invigilators in this summer's exams series
- Assessing how many invigilators you will need in the 2019/2020 academic year
- Recruiting new invigilators
- Invigilator job description
- Invigilator interview questions
- Training your invigilators

# Evaluating your invigilators

## Activity

- Will you have enough invigilators for 2019/2020? Male/female?
- How do you evaluate your invigilators?
- Do you need to replace any of your invigilators?
- How do you inform invigilators that they are no longer required?



## How do you recruit new invigilators?

- How have you recruited new invigilators?
  - Retiring teachers
  - Governors, part-time centre staff, relatives of staff
  - Utilise current invigilators to recruit friends/family
  - School/college website
  - School/college newsletter – note: JCQ *Instructions for conducting examinations* (Section 12.3c)
  - Adverts in local supermarkets/shops

## Other questions to consider:

- When do you recruit? Autumn term?
- Do you recruit before you have 'dismissed' invigilators?

# Invigilator job description



See The Exams Office's *Invigilator job description template*

- Attend/complete training and update sessions
- Supervising timetable clash candidates
- Facilitating access arrangements
- 'Second pair of eyes check'

Other duties

After exams

- End examinations
- Collect scripts
- Dismiss candidates
- Check candidates' scripts for correct information/match attendance register
- Securely return exam scripts/materials to EO

General requirements

- Any current maladministration/malpractice sanctions?
- Availability
- Confidentiality and security arrangements
- Flexibility
- Communication and interpersonal skills
- Confident and reassuring presence

**Job description:  
main areas to cover**

Main duties

- JCQ/Awarding body regulations
- Integrity

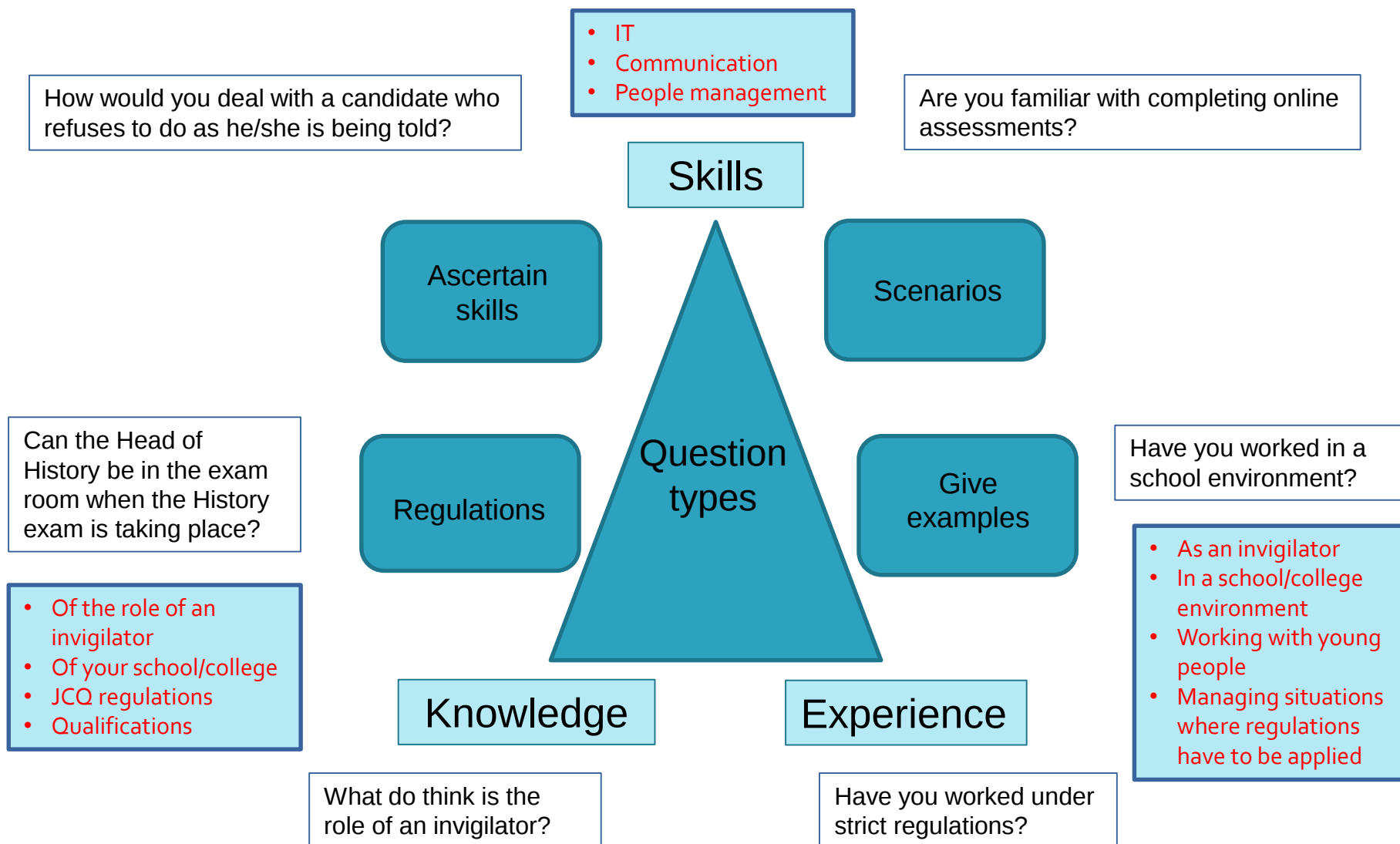
Before exams

During exams

- Supervise/observe candidates
- Deal with emergencies/irregularities
- Record/report incidents
- Complete attendance registers

- Briefing
- Security
- Exam room set up
- Candidate ID
- Instruct candidates
- Distribute papers and materials
- Start examinations

# Invigilator interview questions



# Training your invigilators

## AREAS TO COVER

- Arranging the exam room
- Identifying candidates
- Before the exam
- During the exam
- After the exam
- Calculators and Dictionaries
- Invigilating access arrangements
- Regulation changes (for experienced invigilators)

