



**Ysgol Gyfun Gymraeg Llangynwyd
Llangynwyd
Maesteg
CF34 9RW**

Dysg...Dawn...Dyfodol

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Gwarchodwyr Arholiadau / Examination Invigilators

ar gyfer Mai-Mehefin 2015 / iniatally for May-June 2015

SCP 8 £7.19 yr awr/ SCP 8 £7.19 per hour

Rydym yn edrcyh at gynnyddu ein tîm o warchodwyr arholiadau ysgol. Mae'r oriau gweithio'n hyblyg ond disgwylir bod yr unigolion perthnasol yn gallu mynychu yn ystod diwrnodau ysgol yn ystod y flwyddyn ysgol ond yn bennaf rhwyng Tachwedd, Rhagfyr, Ionawr a Mai-Mehefin.

Darperir hyfforddiant perthnasol er mwyn diwallu gofynion y swydd a bydd y dyletswyddau'n cynnwys:

- Gwarchod disgyblion wrth iddynt sefyll arholiadau.
- Sicrhau nad yw unigolion yn twyllo
- Dosbarthu adnoddau perthnasol (e.e. papur, pensiliau ayb)
- Dechrau a gorffen arholiadau
- Dosbarth a chasglu papurau arholiad.

Rhaid i'r ymgeisydd llwyddiannus:

- Bod yn brydlon a dibynadwy
- Dangos bodlonrwydd i ddysgu canllawiau gwarchod arholiadau
- Bod yn hyblyg o ran amser gweithio yn ystod diwrnodau ysgol
- Gallu dilyn a gweithredu cyfarwyddiadau
- Dangos gofal ar fanylder a chywirdeb

Nid oes angen unrhyw gymwysterau penodol heblaw am y sgiliau uchod.

Os oes diddordeb gennych mewn cynorthwyo'r ysgol gyda'r gwaith allweddol yma, lawrlwythwch ffurflen gais o wefan e-teach neu gysylltwch â'r ysgol (manylion cyswllt uchod).

Nid oes dyddiad cau penodol ond mae'n rhaid i ni apwyntio'r tîm gwarchod erbyn canol mis Mawrth 2015.



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We are seeking to build upon our current team of invigilators by appointing additional dependable individuals to undertake the roles of examination invigilators during the school's external examinations season. Working hours are flexible but we expect the individuals to be available for work during school hours during the period May to June 2015. There may also be the opportunity to accept additional invigilating work throughout the year during periods of internal examinations and also external examinations held during November, December and January.

Relevant training will be provided to undertake the responsibilities of the position which will include:

- Supervising pupils sitting examinations
- Ensuring that individuals are not cheating.
- Distributing relevant resources (e.g. paper, stationery etc).
- Starting and finishing examinations
- Distributing and collecting examination papers.

The successful individuals must be:

- Punctual and dependable
- Willing to learn the regulations on invigilating examinations
- Flexible with working hours during the school day
- Able to follow and implement instructions
- Work accurately and carefully

There is no requirement for specific qualifications beyond the skills noted above.

If you are interested in supporting the school with this essential work, please download an application form from the e-teach website or contact the school (details above).

There is no specific closing date but we must appoint the invigilation team by the middle of March 2015.