

EXAMS INVIGILATOR JOB DESCRIPTION

POST: Exams Invigilator

REPORTING TO: The Data & Exams Officer and Vice Principal. All staff work under the direction of the Principal and Vice-Principal with delegated authority.

RELATIONSHIPS: All Teachers and support staff, Parents and carers and LEA representatives and Trust Members.

PURPOSE: To carry out effectively the duties of an Exams Invigilator

DUTIES: To assist with organisation of exams venues, ensuring candidates are sitting in the correct places. Providing necessary materials and information and ensuring students know the start and end times. Ensure the security of examination scripts.

OVERVIEW: Exams are among the most important and stressful events for learners. It is important they are conducted in the correct way, in line with regulations, and the invigilators role is crucial to this.

Working as a team, invigilators contribute to ensuring a calm and organised environment in the exam room, helping give students confidence in the process. They will need to be able to handle unexpected issues.

Invigilators will need to be reliable, punctual, accurate and flexible. They should be able to relate to students from 13 to 19 years old, be a confident communicator being firm and fair when necessary and comfortable under pressure.

Duties, as part of a team:

- Cooperate with Lead Invigilator guidance.
- Help keep all papers and materials secure at all times.
- Prepare the exam room for candidates arrival (lay out candidates cards, equipment and answer papers).
- Maintain quiet in the exam room and adherence to Joint Council of Qualification rules.
- Ensure appropriate notices are displayed. Ensure a clock and Start and Finish times are on display and can be seen by all candidates.
- Ensure only correct candidates are allowed in the Exam Room.
- Hand out question papers ensuring they are the correct one for each candidate.
- May complete attendance registers and/or seating plans.
- Hand out additional answer pages and tags as required.
- Summon assistance when required from Examinations Officer or member of staff.
- Escort individuals out of room as required and in accordance JCQ rules.
- Ensure candidates sit quietly until end of exam if finished.
- Escorting candidates to allocated areas in emergency situations.
- Escorting and supervising 'clash' students from/to exam room if required.
- May need to supervise readers/scribes to ensure no unauthorised communication.
- Handle and report incidents of malpractice. Write written report as required.
- Collection of all candidate papers, ensuring correctly marked with names/numbers and that answer pages are tagged together. Keep in order of attendance register and help maintain security until returned to the Examination Office.

- Collect in candidate cards and equipment.
- May be required to help out with basic administrative duties (e.g. sorting of candidate cards, completed exam papers) pre and post examinations.

As Sole Invigilator (for small groups of candidates – usually 1 to 20) also:

- Collect or receive from Examinations Office papers and materials for the exam.
- Be responsible for room preparation.
- Read aloud the examination day script to the learners and specific exam instructions prior to commencement of exam(s).
- Undertake all of the invigilator tasks as needed.
- Return all examinations papers and materials to the Examinations Office.

Additional Duties:

- Support our culture of 'High Expectations – High Achievement.'
- Encourage staff and students to follow this example.
- Play a full part in the life of the school community.
- Comply with data protection legislation and expectations for confidentiality.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: **Date**

Post Holder

Name:.....

Signed: **Date**

Principal

Safeguarding and protecting our children and young people from harm is central to the Federation's ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.

High Expectations - High Achievement