

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Exam Invigilator</b>		
<b>Reports to:</b>	<b>Examinations Officer</b>		
<b>Location:</b>	<b>St Benedict's Catholic High School</b>	<b>Grade:</b>	

## 1. JOB PURPOSE:

To ensure examinations are conducted in accordance with the Joint Council for Qualifications (JCQ) awarding body and school instructions; to play a key role in upholding the integrity of the examination/ assessment process; to implement pupils' access arrangements by either prompting, reading and/or scribing for pupils during the examinations.

## 2. ACCOUNTABILITIES:

### Key duties:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Closely follow and enforce exam procedures and regulations.
- Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.
- Ensure candidates do not talk once inside the examination venues.
- Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.
- Checking attendance during examinations.
- Record details of late arrivals and early leavers and collect scripts from early leavers.
- Ensure that candidates are aware of the start and finishing times of examinations
- Escort candidates from venues during the examinations as required and supervise candidates whilst outside examination venues.
- Escort candidates on toilet break ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Report any breach of examination rules to the Examinations Officer immediately
- Assist candidates as appropriate with additional supplies of paper and stationery
- Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.
- Implementing pupils' access arrangements by either prompting, reading and/ or scribing for pupils during the examinations as directed by the Examinations Officer.

To assist The Examinations Officer with other examination processes which may include:

- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues if required.
- Assist with the preparation of the seating plans if required.

### General:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.

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- Promote and ensure the health and safety of school users at all times.

## **Development**

- Participate in training and other learning activities and performance development as required.
- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Headteacher.

## **3. QUALIFICATIONS, EXPERIENCE, & SKILLS:**

### **Qualifications:**

Preferred:

- GCSE or equivalent in Maths and English (grade 4/ C minimum)

### **Experience:**

Preferred:

- Experience of working in schools
- Experience of invigilating or scribing in examinations

### **Job Specific Skills:**

Essential:

- Effective oral/ written communication skills
- Good numeracy skills
- Ability to give clear and concise instructions and guidance
- Ability to follow regulations and procedures
- Ability to work as part of a team

## **4. JOB DIMENSIONS:**

### **Managerial & Supervisory Accountability**

- None

### **Financial Accountability**

- None