

## Examinations Invigilator

<b>Responsible to:</b>	Examinations Officer
<b>Responsible for:</b>	N/A
<b>Contract Type</b>	Casual

### Purpose of the post:

To support the Examinations Officer in upholding the integrity of the external examination and assessment process by ensuring that examinations are conducted according to the Joint Council for Qualifications' (JCQ) instructions and guidelines.

### Core Responsibilities:

Ensuring the security of examinations before, during and after the exam, preventing possible candidate malpractice and administrative failures. Ensuring all candidates have an equal opportunity to demonstrate their abilities.

#### Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam papers and materials secure before, during and after exams
- Ensure exam rooms are set out according to the instructions
- Admit candidates into exam rooms
- Identify, seat, and instruct candidates in the conduct of their exams
- Distribute the correct exam papers and materials to candidates
- Deal with candidate queries

#### During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

#### After exams

- Instruct candidates in finishing their exams and to collect exam scripts
- Dismiss candidates from the exam room
- Check candidates' names on scripts match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer

### Other responsibilities

- Attend training, update or review sessions as required
- Undertake, where required and where able, other duties requested by the Exams Officer, for example:
- Supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Other exams-related administrative tasks
- Respect and promote the school's ethos and CHARACTER values.
- Any other appropriate tasks as delegated by line manager.

Denefield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

In our school we are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.

This job description has been agreed by both the post holder and the line manager and will be reviewed annually as part of the support staff appraisal process.

Post holder's signature:			
Name:		Date:	
Line manager's signature:			
Name:		Date:	

