



Job Description

Exam Invigilator and Scribe

Purpose of the Role

To provide high-quality scribing support for candidates during examinations and to assist in ensuring the smooth and compliant delivery of both internal and external examinations. The role upholds all requirements set by the Joint Council for Qualifications (JCQ) and adheres to the school's established examination procedures, maintaining accuracy, integrity, and fairness throughout the examination process.

Exam Duties

- Prepare examination venues, including:
 - Laying out candidate cards according to seating plans.
 - Colour-coding desks for different examination tiers where applicable.
- Admit and supervise candidates in a quiet, orderly manner.
- Conduct examinations in strict compliance with JCQ regulations and the school's "Instructions for Invigilating Examinations."
- Assist with candidate registration and attendance recording.
- Maintain constant vigilance throughout the examination session.
- Ensure accurate collation and checking of examination scripts and registers.

Scribing Duties

- Act as a scribe for candidates who have approved access arrangements.
- Write or type exactly what the candidate dictates, using correct spelling and punctuation as required by JCQ rules.
- Read back written responses to the candidate when requested.
- Maintain accuracy, neutrality, and professionalism at all times.
- Ensure all scribing is carried out strictly in accordance with JCQ Access Arrangements and Reasonable Adjustments guidance.



Exam Conduct and Compliance

- Follow JCQ regulations, school exam policies, and safeguarding requirements at all times.
- Arrive punctually and fully prepared for each examination session.
- Maintain confidentiality of all exam materials and candidate information.
- Report immediately to the Exams Officer any concerns, irregularities, or issues encountered during examinations.
- Support with the setting up of exam rooms and collection of materials when required.

Additional Requirements

- Flexibility is required, particularly during peak exam periods.
- Business dress is required (e.g., collar and tie for male invigilators) to maintain a formal and respectful examination environment.
- Comfortable, soft-soled footwear is recommended due to the need for quiet and frequent movement during sessions.

In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Person Specification

Exams Invigilator and Scribe

Qualifications	Essential	Desirable
Good standard of general education (GCSEs or equivalent).	✓	
Fluency in specified foreign language and English (spoken and written).	✓	
Qualification in translation, interpreting or linguistics.		✓
Additional language skills.		✓
Skills & Abilities	Essential	Desirable
Excellent written and verbal communication skills in English and specified foreign language.	✓	
Ability to record dictated responses accurately and legibly.	✓	
Strong attention to detail	✓	
Ability to remain calm and focused during timed exams.	✓	
Ability to follow strict rules and instructions without deviation.	✓	
Ability to support with general exam administration when required.		✓
Experience	Essential	Desirable
Experience using English and specified foreign language in a professional or academic context.	✓	
Experience in working under time pressure and following procedures.	✓	
Prior experience as a scribe, reader, translator, or exam invigilator.		✓
Experience supporting EAL students with SEND.		✓
Familiarity with school or exam settings.		✓
Knowledge	Essential	Desirable
Understanding of confidentiality and data protection requirements.	✓	
Awareness of the need for accuracy, impartiality, and neutrality.	✓	
Knowledge of JCQ Access Arrangements and exam regulations (training can be provided)		✓
Personal Qualities	Essential	Desirable
Professional and discreet.	✓	
Reliable, punctual and committed to safeguarding	✓	
Neutral and non-judgmental approach to student support.	✓	
Ability to work with students or varying needs.	✓	
Flexible and willing to support across different year groups and exam types		✓
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Willingness to complete all required safeguarding training.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	