



Casual Exam Invigilator - Job Description

Reports to: Trust Exams and Data Manager

Pay grade range: B 2

Summary:

To distribute collect and collate exam papers/answers. To supervise students during internal and external exams as required. To provide specified support to individual students as directed and in accordance with prescribed guidelines.

Main Responsibilities:

- Handout exam papers and any other relevant materials ensuring each student has the right paper
- Use seating plan to guide students where to sit in the exam room/hall
- Report any students who are missing to the exams officer/senior invigilator
- Observe and monitor student behaviour to ensure it is appropriate and conforms to the rules. This includes patrolling the exam room at regular intervals
- Report any incidents immediately to the exams officer/senior invigilator so they can be recorded
- Assist in the collection of completed answers and exam papers
- Count and collate papers and complete records
- Issue, collect and return any equipment and tidy the room at end of exam
- May at times be required to invigilate on own
- Declare to senior invigilator if you are related to or a friend of any students sitting the exam for which you are invigilating.
- Invigilators must arrive 15 minutes before the examination is due to start.
- If any questions relating to the exam paper are asked by candidates invigilators must offer NO explanation or information which would be of help to the candidate in understanding or answering the question.
- To be aware of and work in accordance with the academy's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.



General Responsibilities:

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

Person Specification:

Criteria	Essential or Desirable
Good general level of education including maths and English to GCSE/O level standard or equivalent	Essential
Ability to follow instructions and observe exam procedures.	Essential
Ability to work as part of a team and at times, unsupervised.	Essential
Calm and confident manner and be able to respond effectively and sensitively to unforeseen circumstances.	Essential
Ability to communicate effectively with students and other colleagues.	Essential
Confidence in using computers.	Essential
Flexibility and the capacity to be available at short notice to provide invigilation.	Essential
Previous experience in a similar role or knowledge of a school environment.	Desirable