



Job Profile

Job Title:	SEN Exam Support
Pay Scale:	Scale 1, Point 3
Responsible to:	Exams Officer
Job Purpose:	To support SEN students and the school's existing staffing levels during the examination periods

Main duties and responsibilities:

- Support SEN students as per their access arrangements.
- Liaise with SENCO or appointed person to understand level of support needed
- Understanding literature relating to supporting students
- Ensuring that the room meets requirements (e.g., clock clearly visible to all)
- Getting candidates into the exam hall in an appropriate manner.
- Ensuring that candidates have correct papers.
- Ensuring correct identification of all candidates.
- Dealing with extra candidates not on the register.
- Ensuring candidates are aware they are under exam conditions, (e.g., retrieving mobile phones).
- Reading erratum notices.
- Notifying candidates of the start of the exam.
- Recording start and finishing times of exams.
- Organising and distributing papers and any other authorised materials to candidates.
- Ensuring the attendance register is completed.
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.



- Supervising candidates in a quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distributing additional paper/equipment as required.
- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from the room.
- Collecting scripts in attendance register order.
- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring that scripts are never left unattended and are safely delivered to the Exams Officer.

Personal qualities:

- Accuracy and attention to detail.
- Flexible approach to work.
- Ability to communicate with candidates and staff clearly and accurately.
- Ability to work to predetermined instructions.
- Ability to work as part of a team or alone as necessary.
- Reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances.
- Common sense and initiative.
- Ability to judge when a decision is not theirs to make.