

Job Description for Exam Invigilators

Main Purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a pupil to perform at their best.

To support the Chief Invigilator/Exams Officer with the day-to-day operation of examinations.

This may include:

Before the exam:

- Directing candidates into the exam hall in an appropriate manner
- Ensuring that candidates do not talk once inside examination venues
- Offering advice and guidance to candidates without allocated seats **During Exams**
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in a quiet and unobtrusive manner in accordance with strict procedures
- Recording details of late arrivals and early leavers and collecting scripts from early leavers; early leavers are not encouraged and will be the ultimate responsibility of the examinations officer
- Escorting candidates from venues during the examinations, to use the toilet or due to illness and supervising candidates whilst outside examination venues
- Ensuring candidates do not have any unauthorised materials
- Collecting exam scripts at the end of the examination in accordance with strict procedures
- Assist chief invigilator to sort scripts into attendance register order
- Assist chief invigilator in checking scripts have candidate exam numbers on
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Delivering scripts to exam office
- Any other duties you may be asked to perform by the chief invigilator/exams officer to ensure the smooth running of the examination process within the school.
- Participate in training and other learning activities and performance development as required.
- Maintain confidentiality at all times.

All Trust employees are also expected to:

- Be aware and comply with all school policies and procedures, particularly those relating to Safeguarding, confidentiality and data protection.
- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Contribute to the overall ethos and aims of the school.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.