

## Exams Invigilator - Job Description

<b>Post title</b>	Exams Invigilator
<b>Responsible to</b>	Exams Manager

### Purpose of job

#### Main Duties:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ, awarding body and Corby Technical School instructions)

To play a “key role in upholding the integrity of the external examination/assessment process” (JCQ ICE6)

- **Before Exams:**

- To report to the Exams Manager prior to each exam session.
- To keep exam papers and materials secure, before, during and after exams.
- To ensure exam rooms are set out to standard.
- To admit candidates into exam rooms.
- To identify, seat and instruct candidates in the conduct of their exams.
- To distribute the correct exam papers and materials to candidates.
- To deal with candidate queries.

- **During Exams:**

- To supervise candidates at all times and be vigilant throughout exams.
- To keep disruption to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any disruption or irregularities.
- To complete attendance registers.
- To deal with candidate queries.

- **After Exams:**

- To collect exam scripts.
- To dismiss candidates from the exam room.
- To “check that the names on the scripts match exactly the details on the attendance register” (JCQ ICE6).
- To securely return all exam scripts and exam materials to the exams officer.

- **Other:**

- To attend training, refresher or review sessions as required.
- To undertake, where required and where able, other duties requested by the exams officer

### Collegiate responsibility

In addition to the specific responsibilities of this post, every member of staff at Corby Technical School will commit to:

- ✓ *Providing a courteous and efficient service to students at all time*
- ✓ *Using their influence with other staff and students to promote high standards of behaviour and order within the school*
- ✓ *Working to maintain the school at the forefront of educational practice*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the school’s operation*

### Performance Management

All staff will participate in Corby Technical School’s Performance Management Review scheme as outlined in the School’s pay and CPD policies.

### Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal’s approval.