

JOB DESCRIPTION

Job Title: Examination Invigilator

Grade: GR2

1.0 JOB PURPOSE

To support the Examinations Officer in the smooth and efficient operation and invigilation of examinations in accordance with the regulations governing those examinations.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To support invigilation of examinations under the direction of the Examinations Officer by:-

- Ensuring that exam papers and materials are kept secure before, during and after exams.
- Ensuring that exam venues are set out in accordance with regulations.
- Assisting the orderly entry of the candidates to the examination room and enabling them to find their seats quietly and efficiently.
- Assisting with the registration of all candidates in the examination room.
- Assisting in the distribution of examination papers and any associated materials immediately before the beginning of the examination and the collection of them at the end and to distribute additional paper and/or equipment as necessary.
- Assisting in the efficient timekeeping of the examination.
- Supervising the examination candidates in a quiet and unobtrusive manner, being vigilant to the exclusion of any other task.
- Responding to candidates' queries in accordance with the examination regulations.
- Ensuring that any minor behavioural issues are dealt with in line with school policy and under the guidance of the Examinations Officer whilst keeping disruption to a minimum.
- Recording/reporting any disruption, irregularities or malpractice to the Examinations Officer.

- Escorting and supervising candidates who may need to leave the examination room in an emergency.
 - Dismissing candidates from the exam venue.
 - Checking candidates' names on scripts match details on attendance registers.
 - Securely returning all exam scripts and materials to the Examinations Officer.
 - Attending training, refresher or review sessions as required (at least annually)
 - Undertaking where required and where able, other duties requested by the Examinations Officer for example:
 - Supervision of clash candidates between exam sessions.
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be given).
 - Exams-related administrative tasks.
- 2.2 To have a responsibility for promoting and safeguarding the welfare of children and young people you are responsible for or come into contact with.
- 2.3 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.4 To undertake appropriate professional development adhering to the principle of performance management.
- 2.5 To adhere to the ethos of the school by promoting the agreed vision and aims of the school, by setting an example of personal integrity and professionalism and by attendance at appropriate staff meetings as required.
- 2.6 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF THE SCHOOL'S EQUAL OPPORTUNITIES POLICY AND SAFEGUARDING OF CHILDREN PROCEDURES WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

- 3.1 Supervising Officer's Job Title: Examinations Officer
- 3.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Signed (employee) Date

Signed (Headteacher) Date