



Tudor Grange Academies Trust

**Exams Invigilator**

**Job Description**

**Point 2**

**£12.65 per hour + Holiday pay**

### **Core Purpose**

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

### **Specific tasks**

**Contract type:** Temporary and Casual

**Hours:** As required (The post-holder must be available for work during the school examination periods and on the days requested by the Examination Officer).

#### **SPECIFIC RESPONSIBILITIES OF THE ROLE:**

- Ensure that both college and examination board regulations on conduct, communication, etc. are strictly observed and implemented.
- Ensure candidates observe and obey examination conduct and behaviour.
- Ensure that the relevant papers, equipment and materials are available for each examination and each student.
- Supervise candidates in a quiet and unobtrusive manner.
- Work within the direction of the Examination Officer and the member of SLT responsible for Assessment and Exams.
- Be familiar with, and be prepared to, implement procedures for dealing with emergencies, queries and inconsistencies.
- Follow the requisite procedures and legislation regarding confidential information e.g. the Data Protection Act.
- Be proactive in the implementation of the College's and the Local Authority's (LA's) Equal Opportunities policy, Health and Safety regulations, Child Protection and Environment Protection policies.

#### **JOB TASKS:**

- Assist in the setting up of examination venues.
- Ensure that examinations are conducted smoothly.
- Ensure that students' basic needs are catered for.
- Distribute examination papers, additional paper and relevant equipment and materials as necessary.
- Assist in the efficient timekeeping of examinations.
- Assist candidates prior to the start of the examination e.g. directing them to their seats, advising them about examinations regulations etc.
- Report and deal with any inconsistencies, emergencies, lateness and absences as required.
- Respond to candidates' queries and concerns.
- Assist the Examinations Officer in the safekeeping, storage and distribution of

examination materials and equipment.

**OTHER RESPONSIBILITIES:**

- Participate in professional development opportunities, with a willingness to develop additional skills and expertise.
- Keep up-to-date with current developments affecting your area of responsibility.
- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college.
- Carry out any other duties that may be reasonable as requested by the Principal or the Examinations Officer.

**Line Manager:**

Academy Exams Officer