

# Exam Invigilator

## Secondary Phase

**Wootton Park School**

Wootton Hall Park, Northampton. NN4 0HZ



## WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

**GRADE:**  
NJC Scale B2

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
Exams Officer

### BROAD DESCRIPTION OF ROLE

- ✓ To conduct examinations in accordance with the Joint Council for Qualification (JCQ and School instructions) and ensure integrity of the external examination process.

### SCHOOL SUPPORT

#### Before examinations

- ✓ Report to and be briefed by the exams officer prior to each exam session
- ✓ Keep confidential exam question papers and materials secure before, during and after exams
- ✓ Ensure exam rooms are set up according to the requirements
- ✓ Admit candidates into exam rooms under formal exam conditions
- ✓ Identify candidates and seat candidates according to the required arrangements
- ✓ Distribute the correct question papers and exam materials to candidates
- ✓ Instruct candidates in the conduct of their exams
- ✓ Deal with candidate questions
- ✓ Start exams

#### During exams

- ✓ Supervise and observe candidates at all times and be vigilant throughout exams
- ✓ Keep disruption in exam rooms to a minimum and escalate to SLT as necessary
- ✓ Deal with emergencies or irregularities effectively and inform and SLT
- ✓ Record/report any incidents, disruption or irregularities according to JCQ/School requirements
- ✓ Complete attendance registers
- ✓ Deal with candidate questions according to the regulations

#### After exams

- ✓ Instruct candidates in finishing their exams and collect exam scripts and exam materials
- ✓ Dismiss candidates from the exam room
- ✓ Check candidates' names on scripts, match the details on the attendance register
- ✓ Securely return all exam scripts and exam materials to the exams officer
- ✓ Other tasks
- ✓ Undertake training, update and review sessions as required
- ✓ (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- ✓ Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### LEARNER SUPPORT

- ✓ Be a point of contact for learners requiring help/support and referring them to other appropriate staff in school where necessary.

## SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

## HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

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*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*