



Holyhead

Teach What Matters

Post Title and Grade	Exam Invigilator
Reporting to	Exams Officer
Liaising with	Associate & Teaching Staff Students
Areas of Responsibility and Key Tasks	
Core Responsibilities <ol style="list-style-type: none">1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Holyhead Schools instructions.2. To play a key role in upholding the integrity of the examination/assessment process	
Key Tasks Before exams <ul style="list-style-type: none">• To report to and be briefed by the exams officer prior to each exam session• To keep confidential exam papers and materials secure before, during and after exams• To ensure exam rooms are set out according to the instructions• 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 <ul style="list-style-type: none">• To supervise and observe candidates at all times and be vigilant throughout exams• To keep disruption in exam rooms to a minimum• To deal with emergencies or irregularities effectively• To record/report any incidents, disruption or irregularities• To complete attendance registers• To deal with candidate questions according to the regulations After exams <ul style="list-style-type: none">• To instruct candidates in finishing their exams and to collect exam scripts• To dismiss candidates from the exam room• To check candidates' names on scripts match the details on the attendance register• To securely return all exam scripts and exam materials to the exams officer	
Other Responsibilities <ul style="list-style-type: none">• To attend training, update or review sessions as required• To undertake, where required and where able, other duties requested by the exams officer, for example	



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- supervision of 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

Safeguarding

- Ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.