

JOB DESCRIPTION

Job Details

Post Title	Examination Invigilator
Responsible To	Examinations Officer

Purpose of the Job

Examinations Invigilators are responsible for ensuring examinations are conducted in accordance with the Joint Council for Qualifications (JCQ, awarding body and Brooke Weston Academy instructions). Invigilators play a key role in “upholding the integrity of the external examination/assessment process”

Responsibilities

1. Report to the Exams Officer prior to each exam session.
2. Keep exam papers and materials secure, before, during and after exams.
3. Ensure exam rooms are set out to standard.
4. Admit candidates into exam rooms.
5. Identify, seat and instruct candidates in the conduct of their exams.
6. Distribute the correct exam papers and materials to candidates.
7. Supervise candidate at all times and be vigilant throughout exams
8. Keep disruption to a minimum
9. Deal with emergencies or irregularities effectively
10. Collect exam scripts
11. Dismiss candidates from exam room
12. Check that the names on the scripts match exactly the details on the attendance register
13. Securely return all exam scripts and exam materials to the Examinations Officer

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Examination Invigilator will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.

Student Care role

- The Examination Invigilator will follow the Trust’s procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer

Training and Development

- Training and development will be given to ensure that the Examination Invigilator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Examination Invigilator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Collegiate Responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston will Trust 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 Academy*
- ✓ *working to maintain the Academy at the forefront of educational practice*
- ✓ *fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation*

Performance Management

The Examination Invigilator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Examination Invigilator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

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.