



JOB DESCRIPTION

Role Title	Department	Reports to
Exam Invigilator	Examinations	Exams Officer

PURPOSE

To ensure the integrity and security of internal and external examinations, providing all students with an equal opportunity to demonstrate their abilities while adhering to regulations.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- Conduct examinations in accordance with Joint Council for Qualifications (JCQ), awarding body, and Watling Academy regulations and requirements
- Secure and manage confidential exam materials before, during, and after exams

Before Examinations

- Report to and be briefed by the Exams Officer prior to each exam session
- Prepare exam rooms according to specifications and admit students under formal conditions
- Admit students into exam rooms under formal examination conditions
- Identify and seat students according to required arrangements and distribute exam materials
- Distribute the correct question papers and exam materials to candidates
- Provide clear instructions to students regarding the conduct of their exams

During Examinations

- Supervise students continuously, ensuring a vigilant examination environment
- Minimise disruptions and effectively manage any emergencies or irregularities that may arise
- Record/report any incidents, disruption or irregularities
- Maintain accurate attendance registers
- Respond to student queries in accordance with regulations.

After Examinations

- Guide students in concluding their exams, collect examination scripts and materials
- Dismiss students from the examination room in an orderly manner
- Check students' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the Exams Officer

Other Tasks

- Participate in required training and update sessions, including relevant online invigilator training for the academic year
- Assist with additional duties as requested by the Exams Officer, such as:
 - supervising students with timetable clashes
 - facilitating access arrangements, for example as a reader, scribe etc.
 - other exams-related administrative tasks

PERSON SPECIFICATION

Qualifications/Education/ Training	<ul style="list-style-type: none">• GCSEs including English and Maths
Knowledge/Experience	<ul style="list-style-type: none">• Understanding of examination procedures and regulations is desirable, but not essential• Previous experience working in a school setting or with young people is an advantage.
Technical/Business Skills/Ability	<ul style="list-style-type: none">• Basic IT skills• Ability to manage examination materials securely and maintain confidentiality• Ability to follow written instructions accurately and maintain precise records• Strong organisational skills
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none">• Reliable and flexible to meet the needs of the Academy during internal and external examination periods• Excellent communication and interpersonal skills• Ability to work collaboratively as part of a team• Confidence and a reassuring presence to support students in examination environments• Ability to give clear instructions to students

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: