



Brownhills Ormiston Academy

Job title: Exam Invigilator

Location: Brownhills Ormiston Academy, Brownhills

Salary: **£14.22 per hour**

Status: Casual

Contract: Academy

Hours: As required

term time + Training Hours (Job Share)

Reports to: Examinations Manager, SLT, Principal

Disclosure level: Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.

Safe-guarding: Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

Purpose of the job:

Main Responsibilities

- To provide invigilation for all external and internal examinations at Brownhills Ormiston Academy
- To have a key role in upholding the integrity and security of the examination/assessment process
- To ensure a calm and organised environment to give the students the best possible opportunity to be successful in their examinations

Before exams

- Report to and be briefed by the Examinations Manager 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
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- 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
- 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
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.