

Job Description

Exams Invigilator, Reader and Scribe

Responsible to: Exams Officer

Responsible For: N/A

Salary: OAT Grade 2; SCP 1-3

Hours of Work: Casual, as required

Special Conditions: early starts

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:-

- To provide support to the examination process.

Duties and responsibilities:-

- To assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- To offer advice and guidance to unregistered candidates without allocated seats;
- To ensure that candidates do not talk once inside examination venues;
- To invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- To check attendance during examinations;
- To record details of late arrivals and early leavers and collecting scripts from early leavers;
- To escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- To collect and collating scripts at the end of the examination in accordance with strict procedures;
- To assist with the preparation of script envelopes;
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To provide reading support to entitled students during exams, including reading aloud exam questions verbatim when asked and reading aloud a student's written answer when asked
- To provide written support to entitled students during exams using clear and accurate handwriting, including writing exam questions verbatim as required
- To provide practical support to entitled students during exams with drawing or describing graphs, tables and charts as required

Other duties:-

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health & Safety Policies.

Use and development of ICT as required.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification – Exam Invigilator, Reader and Scribe

Category	Essential	Desirable	Method of Assessment
Qualification and Training		<ul style="list-style-type: none"> Knowledge of the examination process 	Application Form
Experience	<ul style="list-style-type: none"> Experience of working as part of a team 	<ul style="list-style-type: none"> Working in the education sector 	Application Form and Interview
Skills and Knowledge	<ul style="list-style-type: none"> Excellent oral/written communication skills Excellent organisational skills Well-developed literacy & numeracy skills 	<ul style="list-style-type: none"> Knowledge of examination systems 	Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> Accuracy and attention to detail Flexible approach to work Ability to relate to academic staff and students Ability to work under pressure and to tight deadlines Strong commitment to Child Protection and Safeguarding pupils at the academy. Team player 		Application Form and Interview.