Job Description- Invigilator

Job Title: Exams Invigilator/Reader/Scribe

Grade- APTC 1 Spinal Point 6

**Place of work**: Bower Park Academy but you may be expected to work at any Academy within the Trust as and when required.

**Line Manager-** Exam Officer

**Main duties**

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Bower Park Academy instructions.
2. To play a key role in upholding the integrity of the examination/assessment process

**Before exams**

* 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**

* 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**

* 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**

* 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
	+ 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