Wolfreton School and Sixth Form College
Job Description

**Job Title:** Exam Invigilator

**Pay Scale:** Point 7

**Work Pattern:** Casual between the hours of 8.30am and 3.30pm.

# **OVERALL PURPOSE OF JOB**

To oversee and supervise examinations and to ensure compliance with the guidelines and regulations for the integrity and security of the examination papers and procedures during examination sessions. This is to include:

## **MAIN TASKS**

* Preparing the examination room, according to the requirements of the examination board, and Wolfreton School procedures, (distributing papers, and associated materials and to adhere to a seating plan prepared by the Exams Officer)
* Admitting candidates to the room in a quiet and orderly way, and advising them on the possessions permitted in the examination room.
* Assist in the efficient timekeeping of examinations.
* Registering the candidates present in the room, including late arrivals and early leavers, in accordance with the schools procedures, and the exam regulations.
* Conducting the exam according to the Joint Examinations Boards Regulations, by supervising them during the exam session, and dealing with queries raised by candidates. Invigilators must be constantly vigilant when the exam is running and should not do any other task.
* Deal with any minor behaviour issues in line with the Schools policy, reporting any breaches of the exam regulations to the Senior Invigilator/ Exams Officer immediately.
* Escort candidates from the examination venues as required and supervise them whilst outside the venue.
* Maintain the security of the examination papers and/or candidate work before, between and following the examination in line with the exam regulations.
* Ensure that the examination room is clear and tidied for the next session and that equipment is fully stocked.
* Comply with the schools Child Protection and Safeguarding policies and procedures.
* Comply with all other policies and procedures of the school including Data Protection.
* Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## **ADDITIONAL INFORMATION**

Invigilators should enjoy working as part of a team in a school environment and in supporting our candidates at what can be an anxious time in their school career.

The position is ideally suited to responsible, punctual, calm, organised and approachable individuals.

The school requires invigilators to wear ‘business’ dress to promote a suitable atmosphere within the exam room.