

ST DUNSTAN'S SCHOOL

Job Description – Exam Invigilator

Accountable to: Examination Officer

Salary Grade: Grade 15, scale point 9 (£7.97 per hour)
Casual hours as required – term time only

Job Purpose

Examination Invigilators are responsible for the administration and invigilation of all aspects of external and Year 10 & 11 mock examinations in accordance with the regulations laid down by the awarding bodies.

Key Tasks

Standard procedures before exam

- Helping to set up the room, ensuring conditions in the examination room are appropriate.
- Putting out identification cards according to the seating plan.
- Assist with handing out of papers.
- Check Exam Desk condition and noting any graffiti or problems.
- Follow instructions of the Exam Officer or Senior Invigilator.
- Invigilator personal phones must be switched off.
- Candidates with access arrangements are identified and their arrangements are facilitated.

At the beginning of the examination

- Phones, IPODs, MP3/4 players and Smart Watches must be handed in and given to the Exams Officer to take to Reception.
- Ensure that candidates are silent from entry into the room and do not communicate with other candidates.
- Ensure bags are left where directed and only authorised equipment brought in.
- Ensure that wrist watches are removed and placed on candidate's desks.
- Candidates must be sat according to the seating plan.
- Ensure that all equipment brought into the exam is authorised.

During the exam

- Fill in the flip chart stand with the required information relating to the exam.
- Deal with questions from candidates.
- Supervise the candidates and completing the Exam Room incident log as necessary.
- Deal with late and very late candidates.
- Complete the attendance register and mark any absences.
- Deal with incidences of malpractice.
- Deal with candidates leaving the exam room.
- Deal with emergencies.
- Deal with irregularities, such as disturbance or the wrong exam paper.
- Deal with people entering the examination room.
- Ensure footwear is suitable and will not distract candidates during the exam.
- Invigilators are not to talk, unless necessary and then very quietly.
- Patrol the exam at all times.

At the end of the examination

- Finish the exam
- Collect examination scripts in candidate order and in tiers if necessary.
- Collect unused stationary.
- Check desks for damage.
- Take down notices and help to clear the exam room.

Other possible duties

- Deal with onscreen tests
- Counter sign the opening of exam scripts
- Pack exam scripts for dispatch
- Supervise candidates with timetable variations
- Act as a reader and/or scribe for a candidate

The post holder will:

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Safeguarding and promoting the welfare of children

St Dunstan's School is committed to safeguarding and promoting the welfare of children in the school. We expect all staff at the school, including teaching, support, temporary, casual, supply and volunteers to share this commitment.

All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.

This post is subject to enhanced clearance by the Disclosure and Barring Service.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Post Holder

Name: _____

Signature: _____

Date: _____

Line Manager

Name: _____

Signature: _____

Date: _____