|  |
| --- |
| Job Description: Examinations Invigilator**Grade: B £8.97 Hourly rate.** **Casual/Seasonal contract**  |
| **Responsible to** | Examinations Officer  |
| **Core purpose** | The post holder will be responsible for contributing to the effective and efficient running of all internal and external examinations. Ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to at all times.Exam Invigilators are required to work with school staff, candidates and other invigilators before, during and after examinations to ensure the smooth running of examinations in accordance with published guidelines. |
| **Key Responsibilities** |
| **Exams** | * Ensure that the examination room meets JCQ requirements.
* Familiarity of all emergency procedures/exits for the specified examination room.
* Be aware of unauthorised materials students must not take into the examination room.
* Ensure that candidates enter the examination room in an appropriate manner.
* Ensure that all candidates are correctly identified.
* Ensure that the candidates are aware of and conform to exam conditions.
* Open and distribute examination papers (when requested to do so by the Examinations Officer) and any other authorised materials to the candidates.
* Deal with candidates who are not on the register or who are absent.
* Ensure the candidates have the correct papers.
* Read erratum notices (in the absence of the Examinations Officer).
* Notify candidates of the start of the examination, when required.
* Record the start and finishing times of the examination.
* Ensure the seat plans are completed.
* Ensure that candidates who arrive late (up to 30 minutes) are briefed, seated and allowed to partake in the exam with minimum fuss.
* Supervise candidates in a quiet and unobtrusive manner, whilst remaining vigilant at all times.
* Supervise any candidates who need to leave the room in accordance with examination regulations.
* Supervise ‘clash’ candidates between exams as per instructions.
* Distribute additional paper/equipment as required.
* Ensure that efficient timekeeping is maintained.
* Notify the candidates that the exam has finished (unless a Lead Invigilator is present).
* Collect the scripts in seat plan order.
* Check that nothing has been left on the desks.
* Ensure that scripts are never left unattended and are safely delivered to the Examinations Officer, Examinations Co-ordinator or Reception Staff.
* Ensure that the examinations room is left tidy.
* Be expected to read/scribe for students with access arrangements if required.
* Any additional tasks, as deemed appropriate to the level of work, and as requested by the Examinations Officer.
 |
| **Support for the School.** | * Be aware of and comply with policies and procedures relating to child protection, equality of access, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to a positive ethos within the school.
* Attend relevant meetings as required.
* Participate in training as required.
 |
|  | Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

The job description is not necessarily a comprehensive definition of the post and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. It will be the subject of review and may be modified or amended after consultation with the post holder.

ISSUED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECEIVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_