



Job Title: Invigilator

Reporting to: Exams Officer

Job Purpose:

To support the Academies in the implementation of its aims and objectives as specified in the Development Plan and Policy statements. To have a role as an Invigilator in both external and internal examinations under the general supervision of the Exams Officer.

Key Tasks

- Arrive at the school **at least 45 minutes** prior to the scheduled examination start time
- Collect examination papers and materials as requested from the Exams Office or secure store room.
- Ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates
- Ensure that notices to candidates and any other regulations are suitably displayed outside the examination room
- Ensure that only candidates officially entered for the examination are permitted to sit and that attendance registers are accurately and legibly completed
- Ensure that all candidates are supplied with the requisite examination question paper(s) and materials
- Be familiar with awarding body and Academy regulations/procedures for the conduct of the examination
- Ensure that candidates comply with any awarding body and Academy regulations at all times and to formally and promptly report any breach of those regulations to the Exams Officer
- Maintain the security of examination papers and/or candidate scripts before, between and following the examination
- Deliver completed candidate scripts and exam materials as requested to the Exams Office
- Comply with all directions issued by the Exams Officer or Senior Leadership Team.
- Be vigilant, but not intrusive, throughout the period of the examination
- Act in a professional manner at all times
- Attend training sessions as required

OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.