

**Post: Invigilator, Reader and Scribe****Job Purpose**

When required, to provide access arrangements for those students who have this in place. This will include being a 'reader' (reading examination paper to the student), 'scribe' (writing answers for the student in examination paper), supervising students who have breaks in between questions as well as assisting students who have a visual impairment or medical/behavioural issues.

**Responsible to:** Examinations Officer

**DUTIES AND RESPONSIBILITIES:**

- Laying out of the name cards on each desk according to the pre-printed seating plan.
- Overseeing the orderly entry of pupils into the exam room ensuring pupils find their correct positions.
- Ensure candidates hand in equipment which is not allowed.
- Opening the packets of exam papers and distributing them, ensuring that each pupil has the correct paper at the correct level.
- Assist any pupils who might need further clarification as the instructions are read out.
- Record examination start and finish times on the notice board so that all pupils can see these clearly.
- Assist with completion of the attendance register informing the Examinations Officer of any absent candidates.
- Invigilators must be constantly vigilant during the examination and should not engage in conversation with other invigilators unless necessary for the smooth running of the examination.
- Provide a positive and calm environment for the students at all times.
- Continually watch to see if a pupil raises their hand to ask for assistance and ensuring that all pupils remain completely focused on their own work.
- If necessary, escort candidates to the toilet.
- Report to the Examinations Officer any suspicious breach of examination rules.
- Collect name cards from the desks at the end of the examination.
- At the end of the examination collect question papers and answer books, keeping papers in the prescribed order.

- Invigilators are required to report to the Examinations Officer at least 15 minutes before the start of each examination session.
- Invigilators should ensure they are fully familiar with any instructions for the conduct of examinations.

### Duties of the Reader

- The reader must read accurately
- The reader must only **read** the instructions of the question paper(s) and questions, and **must not** explain or clarify.
- The reader must only repeat the instructions of the question paper or questions when specifically asked to do so by the candidate.
- The reader must only read the instructions/rubric of a paper testing reading and must not read individual questions or text.
- The reader must abide by the regulations since failure to do so could lead to the disqualification of the candidate.
- The reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered.
- The reader may enable a visually impaired candidate to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates.
- The reader may read numbers printed in figures as words (e.g. 252 would be read as two hundred and fifty-two, but when reading the number, it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words).
- The reader may read back, when requested, what the candidate has written.
- The reader may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.

### Duties of the scribe

- The scribe must be able to write accurately, and at a reasonable speed, what the candidate has said.
- The scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions.

- The scribe must abide by the regulations since failure to do so could lead to disqualification of the candidate
- The scribe must write a correction on a typescript or Braille sheet if requested to do so by the candidate.
- The scribe must immediately refer any problems in communication during the examination to the invigilator.
- The scribe must not give factual help to the candidate or indicate when the answer is complete.
- The scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered.
- The scribe may, at the candidate's request, read back what has been recorded.

**PERSON SPECIFICATION**  
(Exam Invigilator, Reader, Scribe)

ATTRIBUTES	JOB REQUIREMENTS	Measurement
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• General organisation.</li> </ul>	
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good organisational Skills.</li> <li>• Excellent communication and interpersonal skills</li> <li>• Sorting and filing correctly. The ability to demonstrate an organised approach in a demanding situation is essential.</li> <li>• Ability to reassure students who are anxious or distressed.</li> <li>• Ability and willingness to work under pressure.</li> <li>• Ability and willingness to follow instructions but also to work on own initiative when required.</li> <li>• Ability to remain alert during long periods of inactivity.</li> <li>• Working as a team member.</li> <li>• Maintaining a positive working attitude.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of invigilating in an education environment is desirable although training will be given.</li> </ul>	
<b>WILLING TO</b>	<ul style="list-style-type: none"> <li>• Receive instructions from School Staff.</li> <li>• Undertake training as appropriate.</li> <li>• Work on own initiative.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Self motivating</li> <li>• Approachable</li> <li>• Able to take initiative</li> <li>• Able to work calmly under pressure</li> </ul>	
<b>SAFEGUARDING</b>	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Attitudes to use of authority and maintaining discipline.</li> </ul>	

A = Application Form, I = Interviews, R = References