



The Coleshill School: An 11-19 Business and Enterprise Academy



JOB DESCRIPTION

Job Title:	Exam Invigilator
Hours of Work:	Varied – relates to Examination periods in morning and afternoon sessions – see details below.
Place of Work:	Examination Room – any appropriate room within the school.
Responsible to:	Examinations Manager.
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate.

The Role of an Examination Invigilator:

Invigilators are required to ensure that examinations are carried out according to the rules set out by the Examining Board and that allows each candidate to sit the examination in the same conditions as other candidates throughout the country.

Principal Responsibilities:

1. Assist the Examination Manager in the smooth and efficient administration of both Internal and External examinations..
2. Ensure that they are familiar with the “Guidance for Invigilators” instructions, as provided by the Examinations Manager and the Examining Boards.

General Responsibilities:

Before the Exam:

- Collect examination papers from Examinations Manager;
- Check regulation notices and clocks in the exam room;
- Check seating labels in accordance with the seating plan;
- Write the Exam Title and exam times on the white board;
- Assist in admitting the candidates to the examination room and enabling them to find their allocated seats;
- Complete and sign exam register.

At the start of the Exam:

- Ensure that candidates’ bags and coats are left in the designated location and not next to or with the candidates;
- Register candidates into their seats, as according to the seating plan;
- Confirm the identity of the candidates – Post-16;
- Ask if any candidate has a mobile phone on their person to hand it in immediately;
- Read subject specific instructions to candidates;
- Open question papers in front of candidates;
- Distribute question papers to candidates;
- Ensure the correct papers are given to the correct candidates;
- When the register has been taken, the list of absent candidates needs to be sent to Reception **immediately**, so candidates can be contacted.

During the Exam:

- Supervise all aspects of the examination and remaining vigilant throughout;
- Complete the seating plan;
- Assist in the timekeeping of the examination;
- If a candidate arrives late, warn them that the Examining Board may not accept their script;
- Respond to candidates' queries in accordance with the examination regulations;
- Distribute additional paper and/or equipment, as necessary;
- If suspicion arises that a candidate may be cheating in some way, contact the Examinations Manager via the School's General Office;
- All unusual occurrences must be recorded, including late arrivals, cheating, mobile phones etc;
- Ensure candidates stay for the full duration of the examination.

At the end of the Exam:

- Ensure all scripts are collected in the prescribed order;
- Collect all examination papers before candidates are allowed to leave the exam room;
- Dismiss candidates one row at a time, after all scripts/answer booklets and question papers have been collected;
- Return all scripts and exam material, boxes to the Examinations Manager. Notices and clocks should be left in the exam room;
- The exam room should be left locked.

Other Duties:

Other tasks and duties as agreed with the Headteacher or Line Manager.

Training:

Training will be organised and dates advised. All Invigilators must attend.

Hours of Work:

Morning Examinations start at 8:45 am and may go on to 12:15 pm.

Afternoon Examinations start at 1.00 pm and may go on to 4.30 pm.

Examination Invigilators are expected to report for duty at 8.30 am and/or 12.45 pm and stay 10 minutes to complete administration tasks at the end of the examination. However flexibility is essential and Invigilators may be required to stay an additional 1 hour after the main examination has finished. Some candidates require extra time of up to 25%.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post subject to Enhanced DBS Disclosure.**

I accept the terms and conditions of the Job Description.

Signed: _____

Date: _____