

Moor End Academy

POST TITLE: CASUAL EXAM INVIGILATOR

1. PURPOSE OF POST

Responsibility for:-

- a) Start, time and finish examinations.
- b) Ensuring there is no malpractice.
- c) Ensuring that examinations regulations are adhered to.

2. DUTIES AND RESPONSIBILITIES

- 1 Collect the question papers and stationery from the Examinations Office.
- 2 Ensure the room has been set out adequately for the examination.
- 3 Ensure the candidates are seated correctly with adequate space between them.
- 4 Distribute the question papers and stationery.
- 5 Ensure the general regulations are read out to the candidates prior to the start of the examination.
- 6 Collect the attendance slips and mark the register once the examination is under way.
- 7 Keep a watchful eye on the candidates throughout the examination by quietly patrolling the room.
- 8 Deal with any matters that might arise during the examination, liaising with the Curriculum and Assessment Manager where necessary.
- 9 Complete a report form for any unusual occurrences.
10. To halt the examination if necessary in the event of malpractice/emergencies.
- 11 Collect and check all scripts at the end of the examination, put in order and either return to the exams office.

3. GENERAL

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

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The postholder's duties must at all times be carried out in compliance with Moor End Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

RESPONSIBLE TO: Curriculum and Assessment Manager

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