



Eaton Square Upper School: Exam Invigilator
Job Description 2020

Job Profile

Role	Exam Invigilator
Job Summary	Working alongside the teaching staff, the Exam Invigilator will provide an organised and effective support to the examination process. They are expected to work collaboratively with all teaching and non-teaching staff and pupils, providing proactive support.
Accountabilities	<p>Main duties:</p> <ul style="list-style-type: none">• Assisting with the setting up of examination venues by liaising with the facilities team to ensure desks and chairs are arranged appropriately• Assisting with laying out stationary, equipment and examination papers where required and in accordance with the outlined procedures• Assisting pupils prior to the start of examinations by checking examination attendance, directing them to their seats and advising them about possessions permitted inside the examination venue• To ensure that any pupils who are late are briefed, seated and allowed to partake in the exam with minimal fuss• To ensure that pupils do not talk once inside the examination venue• Invigilating during examinations, dealing appropriately with queries raised by pupils and dealing with examination irregularities in accordance with procedure• Recording details of any early leavers and collecting their examination scripts• Recording and notifying pupils of the start and finish time of the examinations• Escorting pupils from the examination venue during examinations as required and supervising pupils whilst outside the venue• Know the actions to be taken in the event of an emergency such as a fire alarm• Collecting and collating examination scripts at the end of the examination in accordance with strict procedure, ensuring that none are missing• To ensure that the examination papers are not left unattended and that they are safely delivered to the member of staff responsible for despatching the scripts as required

	<ul style="list-style-type: none"> • Supervising pupils at the end of the examination, ensuring that they do not remove papers, equipment or stationary from the venue without authorisation and that they leave in an orderly and quiet manner • To provide support where required for pupils with access arrangements such as a reader or a scribe • To undertake any other duties or administration as deemed necessary for the post of Exams Invigilator
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

NB This list is not exhaustive and this job description may be amended to meet the demands of the School or by request of the Line Manager.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.