



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description

Exam Invigilator

Line Manager: Exams Officer

Job Description

Purpose of job:

To work under the direct instruction of exams officer to support examinations and preparation during a very busy period.

The individual in this position provides invigilation for external examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Responsibilities and Tasks

Key Responsibilities

- ❖ Setting out examination papers and stationery prior to the examination
- ❖ Ensure a calm environment and help to organise students at the start and end of each exam
- ❖ Display starting and finishing times for the exams on the boards
- ❖ Ensure that the conduct of the exam takes place within the guidelines set down by JCQ
- ❖ Whilst not disrupting the candidates it is important to be vigilant at all times, providing necessary materials at appropriate times and patrolling examination rooms
- ❖ To ensure correct exam procedure is being followed and refer suspected malpractice or any irregularity in the examination process to the Exams Officer
- ❖ Mark the attendance registers
- ❖ Deal with any disturbances to the exam
- ❖ At the end of an exam ensure that answer booklets have been completed correctly and collect exam scripts in candidate number order
- ❖ Be familiar with the document 'Guidelines to Students sitting Public Examinations'
- ❖ Ensuring compliance with the regulations on the conduct of examinations
- ❖ Collecting and counting scripts at the end of the examination
- ❖ Preparation of the examination room for the next examination session

General

- ❖ To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

Equal Opportunities

- ❖ The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety

- ❖ In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- ❖ Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- ❖ Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.



Person Specification

Exam Invigilator

Line Manager: Exams Officer

1. Knowledge and Experience	Essential	Desirable
Must have a high standard of spoken English; all communication with candidates in the examination hall is verbal;	✓	
Must be able to get to the examination halls on time and be punctual and reliable.	✓	
Must be able to commit themselves to working throughout the examination period; specific times or days may be excluded due to other commitments but this must be made clear at the time of application per season and confirmed prior to the shift allocation process	✓	
A good understanding of the examination process, regulations and protocol, and able to deal with difficult or urgent situations	✓	
2. Skills & Knowledge	Essential	Desirable
The ability to communicate fluently with adults and children in English	✓	
The ability to work as part of a team and work under own initiative	✓	
The ability to follow instructions	✓	
The ability to guide and supervise the children	✓	
3. Personal Qualities	Essential	Desirable
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	
Patient, tolerant, sympathetic and, fair but firm	✓	
Enjoy being with children	✓	
Hardworking and conscientious	✓	
A willingness to be flexible	✓	
A respect for confidentiality	✓	