Job Description

Job title: **Exam Invigilator**
Reports to: **Exam Officer and Lead Invigilator**
Location: **Ebbsfleet Academy**

Job purpose

- To provide an efficient and effective invigilation support in conducting internal and external examinations for students ensuring that all JCQ and other awarding bodies regulatory requirements are strictly adhered to
- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination material
- To provide support by reading and/or scribing for students who have been given access arrangements for their examinations

General responsibilities

- To assist with the preparation of the examination rooms. This will involve setting up the layout of the room in accordance with the seating plan for that day. Also, putting cards on the relevant desks for candidates detailing their name and exam number
- To distribute the examination papers and ensure that the correct paper is given to the correct student
- Ensuring students only take into the examination room instruments or materials which are permitted
- Ensuring the students do not have a mobile phone or any other electronic device on them and if they do, collecting it and placing it in a wallet at the front of the hall making a note on it of the seat number
- Ensuring the students' watches are left in the students' bags or handed in
- Ensuring the students have all the necessary materials to enable them to complete the examination
- During the examination you will be expected to frequently walk about so it is seen that you are active and supervising the students. There must not be any communication between the students and they must face the front
- You may not sit down or communicate with any other invigilators unless it is regarding the exam
- If any candidates put their hand up for attention during any part of the examination you will be expected to go and assist them the best you can. You are not allowed to help them answer the questions or read anything on the paper to them
- At the end of the examination the Lead Invigilator will advise you in what order to collect the completed scripts. You will need to check that the student has written their name, candidate number, centre number and where necessary, has signed the front page of the examination
- To return any mobile phones to students who would have handed them in
- Collect any unused stationery and if the last examination, collect the student name card
- Check that no graffiti has been written on the desks during the examination
- To assist the Examination Officer with other examination processes which may include the following: delivering the examination papers, stationery and equipment to and from the examination rooms
- To read or scribe for a student with access arrangements

Experience

Previous experience of working in a school environment would be beneficial. All examination invigilators will be required to undertake training.

Personal Qualities & Attributes

- Be required to work on a Paid on Claim/supply basis
- To be reliable and punctual
- To have a polite, friendly and flexible approach to work
- To follow instructions as directed by the hiring manager
- To keep calm and maintain an air of authority

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.