**Examination Invigilator: Job Description**

**Responsibilities:**

* To ensure a calm environment which will give the candidates the best possible opportunity to be successful in their exams.
* To help organise students at the start and end of each exam.
* To help provide the correct equipment and material for successful completion of the exam.
* To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
* To be vigilant, whilst not disrupting the candidates.
* To refer to the Examination Officer if it is suspected that malpractice is taking place.

**Main Duties:**

* To ensure that students do not leave an examination unless escorted for exceptional reasons (always check with the Exam Officer/senior invigilator first).
* To assist in the collection of exam scripts which need to be collected in order, by candidate number.
* In the event of any discrepancy or irregularity during an examination, to give a verbal report to the Examination Officer and complete exam room incident log.

**Personal Qualities:**

* To have a good command of written and spoken English.
* To be confident and able to communicate with staff and pupils.
* To be a good team member and have the ability to work on own initiative.
* To be flexible.

**Hours Required:**

Examinations/Mock Examinations, take place during varying periods each year and the length of sessions can vary. The number of hours and weeks when work is available will vary according to the exam timetable.

*The Stephen Longfellow Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment. The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks. We promote diversity and want a work force which reflects the population of Leeds.*