**Exam Invigilators**

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| **Reporting to:** | **Exams Manager** |
| **Role Purpose:** | To ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions |
| **Salary:** | Scale 2 |
| **Working time:** | Flexible Hours and Days as required |
| **Location:** | The normal place of work will be based at Witchford Village College but there may be a need to travel to other sites within the Trust |
| **Disclosure Level:** | Enhanced DBS |

**Main Responsibilities**

* To assist in the setting up of examination rooms by laying out stationery, equipment and examination papers in accordance with strict procedures
* To ensure all candidates receive appropriate examination question papers and answer papers
* To be aware of any needs that candidates may have during an examination
* To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
* To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
* To maintain security and confidentiality
* To record attendance on the official examination registers
* To ensure no inappropriate items are brought into the examination hall, such as personal stereos, mobile phones, revision notes or other paperwork unless told otherwise
* To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
* To ensure there is no talking or disruption for the candidates once an examination has begun
* To ensure all candidates are seated before opening the question papers
* To ensure that invigilators DO NOT help candidates in any way with the question paper
* To abide by the confidentiality declaration
* To promote a positive and calm working environment for all students and treat all pupils and colleagues with profession respect.
* To report any security concerns to the Examination Manager.
* To be responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building
* the Academy requires a smart casual dress code – no jeans or inappropriate clothing
* To assist in other activities as may reasonably be requested by the centre from time to time

**Reader & Scribe**

Under the management and guidance of Examination Manager, to read and/or scribe during examinations for students with access arrangements in accordance with Exam Regulations.

**Reader :** - To read the examination paper accurately to the student and only read the instructions of the question but not explain or clarify questions.

* To repeat the instructions of the question paper or questions, but only if the student requests this.
* Where an examination is testing reading (e.g. in English), to only read the instructions.
* To ensure that the students are not given any advice on which question to do, not prompted to move onto the next question, nor which order the questions should be answered.
* No symbols or unit abbreviations should be decoded by the reader.
* To read back the answer the student has written, when requested by the student. The reader can also, if requested, give the spelling of a word from the question paper.

**Scribe :** - To write accurately, and at a reasonable speed, what the student has said.

* To draw or add to maps, diagrams and graphs strictly in accordance with the student’s instructions, unless the student is taking a design paper (in the case the scribe can only assist with written parts).
* To write a correction if requested to do so by the student.
* To ensure the students are not given any factual help or indicate when an answer is complete.
* To ensure the student is not given any advice on which question to do, not prompt the student to move onto the next question, nor which order the questions should be answered.
* To read back the answer the students has written, when requested by the student.

**4. Wider Professional Responsibilities**

* To play a full part in the life of the Trust and College community and make a positive contribution to the wider life and ethos of the Trust
* Have professional regard for policies and practices of the Trust and school where you work and maintain high standards of your own attendance and punctuality
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection
* Be aware of, support and ensure equal opportunities for all

**Safeguarding Statement**

The Trust expects that all employees will carry out all duties with an awareness and understanding of the safeguarding requirements within their area of responsibility and comply with all safeguarding policies and procedures. Employees must promote and safeguard the welfare of children, young people or vulnerable adults they are responsible for, or come into contact with at all times.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be asked to undertake other reasonable duties as requested by the Principal/Head of School etc.*

*The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College’s business.*

*In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will generally be in the same area.*

**Signed:**

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| **Employee Name:** |  | **Signature & Date:** |  |
| **Line Manager** |  | **Signature & Date:** |  |

Please read the Person Specification and Job Description and demonstrate how your qualifications, skills and experience match the requirements of the role when completing the application form.

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|  | **Essential** | **Desirable** |
| **Experience & Knowledge** |  |  |
| Can demonstrate strong administrative and interpersonal skills | √ |  |
| Can demonstrate strong organisational skills and how to prioritise | √ |  |
| Experience of working in an educational environment |  | √ |
| An understanding of exam processes |  | √ |
| **Personal Skills and Attributes** |  |  |
| Ability to work as part of a team, proactively and be able to complete tasks with the minimum of supervision | √ |  |
| Excellent interpersonal skills with the ability to communicate effectively with staff and students | √ |  |
| Ability to work calmly under pressure | √ |  |
| Reliable, punctual and a flexible approach to work | √ |  |
| Excellent attention to detail | √ |  |
| ***Problem Solving and Decision Making:*** | √ |  |
| Common sense and the ability to think on your feet | √ |  |
| **Safeguarding** |  |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children | √ |  |
| Emotional resilience in working with challenging behaviours | √ |  |