

The Lowry Academy vacancy



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Job Description: Exam Invigilator

Post Title:	Exams Invigilator
Hours:	Periodically as required throughout the year
Salary Grade:	£12.11 per hour
Responsible to:	Exams and Assessment Officer with Cover Admin
Responsible for:	N/A
Conditions of Service:	United Learning Contract – Casual

Purpose of Post

Under the direction of the Exams & Assessment Officer to ensure the fair and proper conduct of examinations, in line with the school/examination board's rules:

- Perform his/her duties in accordance with the School's Equal Opportunities Policy.
- Ensure that the school's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post

Key Duties and responsibilities

General

- To assist the Examinations Officer in the smooth and efficient administration of examinations.
- To supervise students during examinations, in line with the Instructions for Conducting Exams provided by the Examination Boards.
- To assist in the appropriate preparation of the examination room laying out equipment as required for the specific examination being taken.
- To admit candidates to the examination room and assist them to find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and collect them at the end.
- To assist in the efficient time-keeping of the examination ensuring a clock, visible to all candidates, is in each examination room and that exam board instruction to candidates are displayed in line with legal requirements.
- To supervise the candidates in a quiet and unobtrusive manner, to ensure that the regulations on conduct, communication etc are strictly observed.
- To respond to candidates' queries in accordance with the examination regulations.
- To supervise and monitor candidates during the examination, to ensure any minor behaviour issues are dealt with in line with school policy, no unauthorised material is

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accessed, any breaches of Examination Code of Conduct are reported to the supervising teacher/invigilator immediately.

- To escort and supervisor candidates who may need to leave the examination room in an emergency.
- To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
- To sort sets of completed papers appropriately at the end of the examination, in preparation for posting.
- To assist the Examination Officer with examination administration when required.
- To liaise with the Examination Officer to ensure that provision is made for students who require special arrangements.
- To be familiar with the Instruction for conducting Exams booklet.
- To receive and store examination papers appropriately in a secure location.
- To open and check materials received, in accordance with the Examination Board regulations, allowing sufficient time to identify and resolve any discrepancies.
- To check examination desks for any graffiti and liaise with the Site Officer and Exams Officer to ensure it is removed.

Secondary Duties:

- To make positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
- To be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
- To promote equality and diversity.
- To participate in training and other learning activities and performance development as required.
- To attend relevant meetings as required.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Principal.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Exams Invigilator will carry out. The postholder may be required to do other duties appropriate to the level of the role.