
JOB DESCRIPTION

JOB TITLE: Exam Invigilator

Purpose:	To provide support to the examination process.
Reporting to:	Exams Officer
Important functional Relationships:	All school staff and students
Working Time:	Flexible work through the main summer exam period (May and June) as well as at other times throughout the academic year
Salary/Grade:	£10.50 per hour
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Start Date	TBC

MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Exam Invigilator are to be read in conjunction with the school's policies and protocols which should be complied with at all times.

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues; Offering advice and guidance to unregistered candidates without allocated seats; Ensuring that candidates do not talk once inside examination venues; Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;

	<ul style="list-style-type: none"> - Checking attendance during examinations; - Recording details of late arrivals and early leavers and collecting scripts from early leavers; - Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues; - Collecting and collating scripts at the end of the examination in accordance with strict procedures; - Assisting with the preparation of script envelopes; - Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner. - Reading or scribing for pupils with special needs. - To assist Examinations staff with other examination processes. This activity may include: <ul style="list-style-type: none"> - Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate; - Assisting with the preparation of seating plans; - Delivering scripts to departmental and School offices. - Successful candidates will be required to sign up to do DBS check and do Exam Invigilator training.
Essential Skills & Qualification	<ul style="list-style-type: none"> ● Effective oral/written communication skills ● Numeracy ● Accuracy and attention to detail
Essential personal attributes	<ul style="list-style-type: none"> ● Flexible approach to work ● Ability to relate to academic staff and students ● Ability to work under pressure and to tight deadlines
Practical Skills	<ul style="list-style-type: none"> ● Ability to communicate with young people and the ability to work with people at all levels in the school.