

**Northern Star Academies Trust**  
**Harrogate High School**

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**JOB DESCRIPTION**

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**Title of Post:** Exam Invigilator

**Salary:** NJC Point 6: £21,968 pro rata

**Line Manager and responsible for reviews:** Exams and Cover Officer

**Hours of work:** zero-hour contract; fixed term; May-July 2023

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**Professional Responsibilities for all Associate Staff**

**All Associate Staff:**

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the school
- Undertake whatever other duties might reasonably be requested by the Head or Line Manager subject to appropriate competence and training.

**Specific responsibilities for this post:**

1. To be fully aware of the regulations according to "The Instructions for Conducting Examinations".
2. To check the examination room prior to the arrival of candidates to ensure that:
  - Heating, lighting, ventilation and levels of extraneous noise are acceptable
  - No display materials that might be helpful to candidates are visible
  - A reliable clock of readable size is visible to each candidate
  - The Warning to Candidates is displayed both inside and outside the examination room
  - The Notice to Candidates is displayed in a public place outside the examination room
  - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
3. To complete the Attendance Register during the examination and inform the Exams Office of any absentees as soon as is possible.
4. To ensure that both start and finish times are displayed and can be seen clearly by all candidates.
5. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
6. To carry out any necessary checks on the identity of candidates on their arrival.

7. To take all reasonable steps to ensure that:
  - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
  - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  - Candidates have all the necessary material to enable them to complete the examination
8. To open the packet of examination papers and issue the papers to candidates.
9. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
10. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
11. To know the actions to be taken in the event of an emergency such as an emergency evacuation.
12. At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
13. To collect all unused stationery in the Examination room and return it to the Exams Office.
14. To ensure that the room is left in a tidy condition.
15. Identify and undertake any other job-related activities as requested appropriate to the grading of the post to meet the changing needs of the School
16. Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, Quality Assurance, financial matters and Data Protection Act.
17. To attend all necessary training and update sessions as organised by the school.

**This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.**