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| **Job Title:** | **Examination Invigilator** |
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| **Salary:** | …. |
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| **Hours of Work:** | Ad Hoc |
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| **Post Objective:** | To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), the Awarding Bodies and The Becket School instructions. To play a key role in upholding the integrity of the examination process. To work as part of a team to assist the Examinations Team in the smooth and efficient running of the examinations. |
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| **Accountable to:** | Examinations and Data Leader |
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| **Duties, Responsibilities and Key Tasks:** | **Before exams**   * To report to and be briefed by the Examinations and Data Leader prior to each exam session. * To keep confidential exam papers and materials secure before, during and after exams. * To ensure exam rooms are set out according to the instructions. * To admit candidates into exam rooms. * To identify, seat, and instruct candidates in the conduct of their exams. * To distribute the correct exam papers and materials to candidates. * To deal with candidate queries.   **During exams**   * To supervise and observe candidates at all times and be vigilant throughout exams. * To keep disruption in exam rooms to a minimum. * To deal with emergencies or irregularities effectively. * To record/report any incidents, disruption or irregularities. * To complete attendance registers. * To deal with candidate questions according to the regulations.   **After exams**   * To instruct candidates in finishing their exams and to collect exam scripts. * To dismiss candidates from the exam room. * To check candidates’ names on scripts match the details on the attendance register. * To securely return all exam scripts and exam materials to the Examinations and Data Leader.   **Other**   * To attend training, update or review sessions as required. * To undertake Safeguarding training as required. * To undertake, where required and where able, other duties requested by the Examinations and Data Leader, for example   + supervision of clash candidates between exam sessions;   + facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided);   + other exams-related administrative tasks. |
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| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. | |