



St Francis Xavier's College

Post Title:	Exam Invigilator / Reader & Scribe
Salary:	£10.50 per hour
Reporting to:	Examination Manager
Post:	Casual
Working Hours:	Various (must be flexible)
CRB Disclosure Level:	Enhanced
General:	<ul style="list-style-type: none"> • To uphold the Mission Statement of the college in keeping with the Catholic ethos. • To always work effectively in keeping with the stated aims of the Mission Statement. • To promote Gospel values with pupils, staff, families and Governors. • To act at all times in the best interests of pupils and staff, by carrying out the Professional Responsibilities outlined in STPCD. • To assist the Headteacher and Governors in leading strategy and policy development so that staff and pupils are set and achieve rigorous, personal and measurable targets.
Job purpose:	<p>The role of Exam Invigilator / Reader & Scribe is to:</p> <ul style="list-style-type: none"> • To provide support to the examination process. • To ensure the fair and proper conduct of exams in an environment that enables a student to perform at their best.
General Duties:	<ul style="list-style-type: none"> • Duties to comply with JCQ regulations and to support the Examination Manager with the day-to-day operation of examination venues. This may include (but is not limited to) • Assisting with setting up of examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures. • Assisting students prior to the start of the examination by directing them to their seats and advising them about possessions permitted in examination venues. • Ensuring that students do not talk once inside the examination venue. • Escorting students from the examination venue during the examination, as required, and supervising them whilst outside the venue. • To maintain confidentiality with documentation and information relating to students.

	<ul style="list-style-type: none"> ● To ensure the security and integrity of examination papers/scripts, equipment and stationery. ● To assist with the preparation of the examination room, ensuring awarding body requirements are met. ● To ensure all scripts and examination stationery are collected and checked at the end of each examination. ● To return scripts and associated documentation and equipment to the Examination Manager. ● To promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect. ● To report any security concerns to the Examination Manager. ● To monitor candidates throughout the during of the exam and maintain silence ● 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 ● To attend any training courses relevant to the post, ensuring continuing, personal and professional development. Online training will be provided. ● The Role requires working with a team ● To maintain a professional atmosphere, and to set the right tone for examinations, the Academy requires a smart casual dress code. ● The post holder may undertake any other duties that are commensurate with the post. <p>● Reader & Scribe</p> <ul style="list-style-type: none"> ● Under the management and guidance of Examination Manager, to read and/or scribe during examinations for students with access arrangements in accordance with Joint Council for Qualifications (JCQ) Regulations. <p>● Reader:</p> <ul style="list-style-type: none"> ● 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.
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	<ul style="list-style-type: none"> ● 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 students. ● 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 have written, when requested by the student.
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This job description should be seen as enabling rather than restrictive and will be subject to regular review. Specific responsibilities for Exam Invigilator / Reader & Scribe posts may change to meet the needs of the school at any time.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

'St Francis Xavier's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors' volunteers and visitors to share this commitment.