

Examinations Invigilator – Job Description

Grade:	ME3
Responsible to:	Senior Examinations Invigilator / Examinations Leader (EL)
Responsible for:	Students in exam halls
Date:	January 2018

Main Role:

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Raynes Park High School instructions.

To play a key role in upholding the integrity of the external examination/assessment process.

Main Duties:

Before exams

- To report to the EL prior to each exam session
- To keep exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out to standard
- 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 candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities including Malpractice effectively
- To record/report any disruption or irregularities including Malpractice, ensuring these are noted in the exams room incident log
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts
- To dismiss candidates from the exam room
- To check that the names on the scripts match exactly the details on the attendance register
- To securely return all exam scripts and exam materials to the EL

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the EL, 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)
 - Exams-related administrative tasks

Inspections: *It should be noted that public examinations are subject to JCQ scrutiny. Inspections are never announced and the inspectors can walk in at anytime. Inspectors carry out a rigorous and thorough analysis of all procedures and for this reason it is very important that we abide by all exam regulations.*

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues and visitors, and provide a welcoming environment
- Attending meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner

Notes:

- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher