**Exam Invigilator**

**Job Description**

**Responsibilities:**

* To ensure a calm environment which will give the candidates the best possible opportunity to be successful in their exams.
* To help organise students at the start and end of each exam.
* To help provide the correct equipment and material for successful completion of the exam.
* To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
* To be vigilant, whilst not disrupting the candidates.
* To refer to the Examinations Officer if it is suspected that malpractice is taking place.

**Main Duties:**

* To ensure that students do not leave an examination unless escorted for exceptional reasons (always check with the Examinations Officer/senior invigilator first).
* To assist in the collection of exam scripts which need to be collected in order, by candidate number.
* In the event of any discrepancy or irregularity during an examination, to give a verbal report to the Examinations Officer and complete exam room incident log.

**Personal Qualities:**

* To have a good command of written and spoken English.
* To be confident and able to communicate with staff and pupils.
* To be a good team member and have the ability to work on own initiative.
* To be flexible.

**Hours Required:**

Examinations and Mock Examinations take place during varying periods each and the length of sessions can vary. The successful applicant must be available during the Summer examination season which runs during May and June. The number of hours and weeks when work is available will vary according to the exam timetable.

The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.