

Job Title:	Examination Invigilator
Responsible to:	Lead Exam Invigilator / Examinations Officer
Job Purpose:	To ensure all internal and statutory examinations are conducted in accordance with examinations board recommendations and school policy.
Working Pattern:	Invigilation will be on an ad-hoc basis (dependent on examination periods). Hours of employment will vary greatly throughout examination periods. Exact dates and times will be agreed prior to each examination session and will be dependent on the work available and the availability of the applicant.
Rate of Pay:	Local Scale Grade 5/ £8.19 per hour

Specific Duties:

To support the Head Invigilator with the day-to-day operation of examination venues and processes

General duties, which apply to all invigilators, involve:

1. Assisting with the preparation of the examination venue and the distribution of stationery and examination papers prior to the start of the exam in accordance with strict procedures.
2. Assisting prior to the start of examinations by directing candidates to their seats. Advising them about items permitted/not permitted to be taken to desks.
3. Offering general help and guidance to candidates e.g. directing them to seats and giving index number details.
4. Ensuring that instructions and procedures for the conduct of the examination are clearly communicated to candidates.
5. Invigilating during examinations and dealing with any candidate queries or problems which may arise.
6. Identifying any examination irregularities and liaising with the examinations co-ordinator to ensure appropriate action is taken.
7. Checking candidates' attendance and completing official documentation during the examination and communicating absences/irregularities to the Examinations co-ordinator.
8. Dealing with the accommodation of unregistered and/or late candidates ensuring that they start the examination with the minimum of disruption.

9. Escorting candidates from venues during the examinations as required ensuring no unauthorised material is consulted and the examination regulations are observed at all times.
10. Collecting scripts in numerical order and checking these at the end of the examination in accordance with strict procedures.
11. Ensuring all candidates leave the venue in an orderly and quiet manner and that candidates do not remove any examination materials from the examination venue.
12. To assist the Examinations Officer with any ad-hoc exam-administration duties as required.

N.B. *The Assistant Invigilator may not engage in any activity other than the direct supervision of candidates in the examination room unless directed to do so by the Invigilator in charge.*

CONDITIONS OF EMPLOYMENT:

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be asked to undertake other duties appropriate to the grading of the post within the school, at the discretion of the Principal.

SCHOOL POLICY

The Governors have agreed that Wreake Valley Academy building and site are no smoking areas.

The Academy has a commitment to ensure that all young people are safe and follows agreed national guidelines for child protection. We expect all staff and volunteers to share this commitment. The successful candidate will need to undertake an Enhanced Disclosure via the DBS.

Tony Pinnock
Principal