Featherstone High School
Job Description

Job Title: Exam Invigilator

School: Featherstone High School

Reports To: Exams Officer

Purpose of Job:

To ensure that examinations are conducted within the guidelines set by JCQ, awarding bodies and the Academy, in a calm and effective manner.

Key responsibilities of the role:

- Ensure the security and integrity of all examinations according to School policy, Awarding Body guidelines and JCQ regulations
- Ensure the examination room is set out correctly according to regulations
- Collect exam papers from Exams Officer and set out papers and stationery prior to the examination
- Ensure a calm environment and help to organise students at the start and end of each exam
- Display relevant information for the exams on the boards
- Ensure that the conduct of the exam takes place within the guidelines and regulations set down by JCQ
- Ensure only authorised persons are allowed in the exam venues
- Whilst not disrupting the candidates it is important to be vigilant at all times, providing necessary materials at appropriate times and patrolling examination rooms
- To ensure correct exam procedure is being followed and refer suspected malpractice or any irregularity in the examination process to the Exams Officer
- Mark the attendance registers, using the School's procedure on reporting exam absences
- Deal with any disturbances or emergencies during the exam
- At the end of an exam ensure that answer booklets have been completed correctly and collect exam scripts in candidate number order
- Be familiar with the document 'Instructions for Conducting Examinations'
- Ensuring compliance with the regulations on the conduct of examinations
- Collecting and counting scripts at the end of the examination
- Preparation of the examination room for the next examination session
- Act as a sole invigilator, a scribe or reader in a smaller venue possibly at short notice

Person specification:

- Must have a high standard of spoken English
- Must be punctual and reliable.
- Must be able to commit themselves to working throughout the examination periods; specific times or days may be excluded due to other commitments but this must be made clear at the time of application per season and confirmed prior to the shift allocation process
- A good understanding of the examination process, regulations and protocol, and able to deal with difficult or urgent situations
- Be numerate and able to read numbers quickly and accurately
- The ability to work as part of a team
- To work efficiently under direction
- Mindful of candidates' needs
- Respectful of confidentiality
- To promote good order among pupils and safeguard their health and safety both on and of the school premises.
- To act in accordance with the school's policy on Health and Safety Issues.

The post holder must at all times carry out his/her job responsibility with due regard to the school's Equal Opportunities Policy.

By signing this document you are agreeing to undertake all duties stated within this job description.

Employee signature:_____ **Date:**_____

Manager signature:_____ **Date:**_____