

JOB DESCRIPTION

SCHOOL: Our Lady & St Bede Catholic Academy

POST TITLE: Exam Invigilator

GRADE: F (SCP 17 – 19)

REPORTS TO: Exams Officer
Deputy Headteacher

MAIN PURPOSE: To work under the direct instruction of the Head Teacher/Examinations Officer, to ensure the fair and proper conduct of examinations in an environment that enables pupils to perform at their best. To support the Examination Officer with the day to day operation of examination venues.

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TASKS

SUPPORT FOR THE EXAMINATION PROCESS:

- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring that candidates cease disruptive behaviour and refrain from talking once inside examination venues; advise of malpractice and ensure due process is adhered to and followed
- Invigilating during examinations, deal with examination irregularities in accordance with procedures
- Checking and recording of candidates attendance during examinations
- Recording and reporting details of late arrivals, non attendees and early leavers and collecting exams/scripts from early leavers
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
- To be aware of any needs that candidates may have during an examination
- To be aware of the school emergency policy in relation to examinations
- Sole invigilation

SUPPORT FOR CANDIDATES:

- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- Respond to candidates' queries in accordance with examination regulations
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with policies and procedures relating to Child Protection, health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

**Exams Invigilator
PERSON SPECIFICATION**

Qualifications & Experience

| Essential | Stage Identified | Desirable | Stage Identified |
|--|-------------------------|---|--------------------------|
| <ul style="list-style-type: none"> Basic skills/induction Willingness to participate in training and development opportunities Basic clerical/administrative experience | AF/C AF/I AF/I | <ul style="list-style-type: none"> Basic First Aid training The Support Work in Schools VQ (SWIS) Experience of working in a school environment Experience of exam invigilation | AF/C AF/C AF AF |

Knowledge & Skills

| Essential | Stage Identified | Desirable | Stage Identified |
|--|---|---|-------------------------|
| <ul style="list-style-type: none"> Ability to relate well to children and adults Excellent literacy and numeracy skills Excellent communication skills Ability to work under pressure and to tight deadlines An understanding of the examination process Ability to work effectively as part of a team Be able to follow instructions Be able to maintain confidentiality Good organising, planning and prioritising skills Methodical with a good attention to detail Listening skills | I/R I/C I AF/I/C AF/I AF/R I/R I/R AF/R R I/R | <ul style="list-style-type: none"> Relevant knowledge of First Aid | AF/C |

Personal Qualities

| Essential | Stage Identified | Desirable | Stage Identified |
|--|--|------------------|-------------------------|
| <ul style="list-style-type: none"> Friendly and professional manner Flexibility Reliable and punctual Calm and diplomatic and be able to maintain an air of authority Common sense and fast thinking A commitment to working as part of the whole school team and supporting the vision and aims of the school | I/R I/R R I/R I/R I/R | | |