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| **Bradfield School**  **Academy Trust**  **JOB DESCRIPTION** | |
| **DIRECTORATE** | **EDUCATION** |
| **SERVICE** | **BRADFIELD SCHOOL** |
| **POST TITLE** | **Exams Invigilator** |
| **SALARY RANGE** | **£ 10.99 per hour**  **As and when required – to support the exams season (November to June), hours will vary.** |
| **RESPONSIBLE TO** | **EXAMS MANAGER** |
| **RESPONSIBLE FOR** |  |
| **HOLIDAY AND**  **SICKNESS RELIEF** |  |
| **PURPOSE OF JOB** | **Provide support to the examination process** |

**JOB DESCRIPTION FOR POST OF:- EXAMS INVIGILATOR SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust Policies and Procedures, in particular the Trusts Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.**

**To supervise students undertaking examinations.**

**This may include:**

* Managing setting up of venue, laying out stationery, equipment and examination papers in accordance with strict procedures;

* To inform students of the rules prior to the start of the examination, ensure silence before and during the exam, start and finish the exam.

* Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;

* Offering advice and guidance to unregistered candidates without allocated seats;

* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;

* Checking attendance during examinations;

* Recording details of late arrivals and collecting scripts.

* Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;

* Collecting and collating scripts at the end of the examination in accordance with strict procedures;

* Report problems to the Exams Officer;

* Manage situations until Exams staff can attend;

* And any other duties/tasks that your line manager requires.

* Supervising and managing examinations on a one to one basis where students require special arrangements.