



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title: EXAM INVIGILATOR

Responsible to: Principal/Examinations Manager/ Senior Invigilator

Purpose: To provide support to the examination process

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

MAIN (CORE) DUTIES:

- To assist in the preparation of the examination room, ensuring the room meets the exam board requirements
- To manage candidates entry into the exam room in an appropriate manner
- To ensure candidates are fully aware of exam conditions before the exam starts
- To ensure the correct identification and registration of candidates
- To open and distribute papers in accordance with the exam board Regulations
- To read erratum notices where applicable
- To notify candidates of the start and finish time of exam
- To recording start and finish times
- To ensure the attendance register is complete
- To deal with candidates not on the register
- To deal with late candidates and keep records accordingly
- To supervise candidates in a quiet and unobtrusive manner
- To respond to candidate queries in accordance with exam regulations
- To deal with candidates who may need to leave the exam room
- To collect and collate scripts in attendance register order and safely deliver them to the Exams Officer whilst ensuring that all exam equipment and unused papers are collected in

- To ensure exam conditions are maintained until candidates are dismissed and have left the exam room
- To ensure that the exam room and desks are clear and in good order
- To supervise “clash” candidates between exams
- To act as a reader or scribe for candidates with access arrangements.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Academy
- Any other duties deemed appropriate to the role

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.