



Thomas More Catholic School Job Description – Exam Invigilator

Responsible to: **Exams Officer/Headteacher**

Salary:

Job Purpose:

The individual in this position provides invigilation for external examinations at the school. The exam invigilator is responsible for picking up the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the exams officer at the end of the allocated time.

Duties and Responsibilities:

- To have an understanding of and commitment to maintaining the appropriate standards of confidentiality/security of examination materials.
- To adhere to the school's policies and procedures
- To report/communicate any problems/incidents/emergencies to the examinations officer.

Before the Examination:

- Tidy and straighten exam desks.
- Check seating tickets are in place on desks
- Setting out examination materials on desks
- Check clocks are at start time
- Check that supplies of supplementary paper is available at distribution points

Entry of Candidates:

- Supervise entry of candidates In LRC and into hall in silence.
- Assist candidates to their correct seating position
- Ensure candidates do not open or write on the papers on their desks
- Visual check on candidates to ensure that they do not have any unauthorised items on them

Start of Examination

- Prevent candidates arriving late from entering hall and supervise them outside
- Supervise candidates during the starting announcements

During Examination

- Invigilate candidates by slowly walking up and down the rows
- Supplying supplementary paper to candidates
- Recording students who need to use the toilet

End of Examination

- Supervising hall and LRC to ensure silence on dismissal.
- Ensuring candidates do not leave hall with exam papers or stationery
- Collecting up exam papers, booklets etc
- Sorting completed scripts into candidate number order
- General tidying up after candidates have left

Other duties

- Supervising candidates with examination clashes over the lunch period
- Invigilating individual candidates with extra time in small examination rooms
- Corridor supervision
- Invigilating in specialist examination rooms if required
- General sorting or checking of examination papers/stationery
- Checking completed scripts for candidate details
- Putting up/removal of notices

Safeguarding Children : To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To contribute to the review of academy policies as appropriate.

Equal Opportunities : The Academy has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.

Fire, Health and Safety: The Academy is committed to healthy and safe working environment and expects all its employees to implement and promote its policy, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.

Examination Periods available for invigilation - (you do not have to do all of these)

- Public Examinations in January, March, May, June and November

Working Time

- Anytime between 8.00am to 4.30pm on an ad-hoc basis



Person Specification: Exam Invigilator

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

Specification	Essential	Desirable
Education/ Training	GCSE Grade A-C in English or equivalent	GCSE A-C Grade in maths
Relevant Experience	<ul style="list-style-type: none">• Experience of busy work/school environment• Customer Service environment• Working as part of a team	Experience of working in a school
Relevant Skills/ Aptitudes	<ul style="list-style-type: none">• Good time keeping• Energy and enthusiasm• Tactful and understands confidentiality• Common sense and initiative	
Personal Attributes	<ul style="list-style-type: none">• Patient and understanding attitude• Commitment to Health and Safety in the workplace• Safeguarding of students	