Exams Invigilator
Job Description

Job Title
Exams Invigilator
Salary
£12.71 per hour plus holiday supplement
Responsible to
Exams Officer
Hours
Variable

Job Purpose
To oversee and supervise examinations, ensuring guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Main responsibilities and duties

The post holder will:

- Assist with setting-up the examination room by laying out stationery, equipment and examination papers as instructed and in accordance with strict procedures.
- Assist with the preparation of a seating plan direct candidates at the start of examinations in accordance with the seating plan.
- Offer advice and guidance to unregistered candidates who are therefore without allocated seats.
- Check attendance against register of candidates entered for the examination.
- Ensure candidates do not talk once inside the examination room.
- Exercise a constant surveillance of the examination room, paying special attention to possible incidents of malpractice and candidates requiring assistance.
- Deal with queries raised by candidates and examination irregularities in accordance with examination board procedures.
- Record details of late arrivals and early leavers, collecting scripts from early leavers as appropriate.
- Escort candidates from the room during an examination, as required, supervising them whilst outside the examination room.
- Collect and collate scripts at the end of the examination and take scripts to the Examinations Office as instructed.
- Supervise candidates as they leave the examination room, ensuring that examination equipment or stationery provided is not removed. Ensure candidates leave in an orderly and quiet manner.
- Keep details of candidates and examination materials strictly confidential
- All duties must be carried out with the minimum of distraction to candidates.

Other

- To assist in other activities as may reasonably be requested by the school from time to time.
- Contribute to the safeguarding and promotion of children's welfare and be aware that safeguarding is everyone's responsibility.

Key Contacts and Relationships

- The main points of contact will be with the Examinations Officer and /or Lead LSA who will give any specific instructions relating to the examination and the candidates involved.
- There will be contact with candidates throughout the examination, directing them to their seats, ensuring that they conduct themselves within examination protocol and assisting with requests.
- There will be direct contact with candidates entitled to additional support, reading examination questions and text and for listening to students when acting as a scribe
- There will be contact with the other Examination Invigilators with whom the post-holder will be working as a team and supporting one another.
- In addition a consistent manner is required when dealing with staff and students acting in a professional manner at all times

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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Person Specification

Category	Essential	Desirable
Interpersonal and communication skills	• Good interpersonal skills • Good written and verbal English skills • An ability to remain calm under pressure • An ability to work to predetermined instructions and set procedures • An ability to work as part of a team or alone as necessary • Accuracy and attention to detail • Be able to maintain confidentiality of examination materials and candidate details • A flexible approach to work in case examinations run over time • An ability to make decisions within laid down procedures and know when to refer to decisions to the Examinations Officer • Organised and reliable and punctual • Common sense and initiative • An ability to write in a clear and legible way when recording students answers • An ability to read clearly and at an appropriate pace when supporting students with additional educational needs	
Additional requirements	• Able to display an awareness, understanding and commitment to the protection and safeguarding of children.	

	• Commitment to maintaining confidentiality, discretions and tact at all times. • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references	