



Examination Invigilator

Job Description

Post Title:	Examination Invigilator
Key Aspects:	To ensure the fair and proper conduct of examinations in an environment that enables a student to perform to the best of their ability.
Responsible to:	Examinations Officer.
Remuneration and Hours of Work:	Invigilators: CE2 Grade 2 - Hourly Rate: £12.65 per hour
Main Core Duties:	<p>To support the day-to-day operation of examination venues which will include:</p> <ul style="list-style-type: none">• Assisting with setting up examination venues by displaying exam details on notice boards, laying out permitted materials and examination papers in accordance with strict procedures.• Closely follow and enforce exam procedures and regulations.• Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted inside examination venues.• Ensure candidates do not talk once inside the examination venues.• Invigilate during examinations; deal with queries raised by candidates and deal with exam irregularities in accordance with procedures.• Checking attendance during examinations.• Complete the Exam Diary Sheet/Invigilators Log for each exam: detail absent students, late arrivals, early leavers and write down when any other incident occurs during the exam.• Ensure that candidates are aware of the start and finishing times of examinations.• Supervise candidates whilst outside examination venues, as required, during permitted rest breaks.• Escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.• Report any breach of examination rules to the Lead Invigilator/other responsible person immediately.• Assist candidates as appropriate with additional supplies of paper and stationery.• Collect, collate and deliver scripts to the Exams Office at the end of the examination in accordance with strict procedures.• After every exam session, check and remove any signs of graffiti on exam desks and ensure the exam room is clear and equipment tidied away ready for the next session.• Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment, stationery or exam papers from the venue (unless permitted to do so) and those candidates leave venues in an orderly and quiet manner.• Escort candidates with exam clashes to agreed rooms and supervise in

	<p>accordance with guidelines.</p> <ul style="list-style-type: none"> • To co-operate with the school in all Health and Safety matters and to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions of work. • To attend training and meetings with the Exams Officer when requested. • To liaise with and carry out any additional examination related duties as required by the Exams Officer. For example, checking and preparing completed scripts for dispatch if there is a conflict of interest between the Exams Officer and candidate.
<p>Responsibilities:</p>	<p>As with all staff, you will expected to:</p> <ul style="list-style-type: none"> • 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. • The post-holder may deal with sensitive material and should maintain confidentiality in all school related matters. • Assist as required in examination administration needs. • Be aware of, support difference, and ensure equal opportunities for all. • To attend and participate in relevant meetings as required. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Participate in training and other learning activities and professional development as required. • Carry out any reasonable task as requested.