



Job Description

Job Title: Exam Invigilator/Reader/Scribe

Reporting to: Exams Officer

Grade: 2

Overall purpose of the post:

Efficient and effective service provided characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

Main duties and responsibilities:

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- To work in a team of invigilators supervising pupils undertaking examinations in accordance with the legal and Academy requirements.
- To ensure that they are familiar with the "Guidance for Invigilators" as provided by the examinations officer and examination board.
- To ensure appropriate preparation of the exam room as required by the examination board.
- To supervise the candidates in a quite and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
- To distribute additional paper and/or equipment as necessary.
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute examination papers and associated materials at the beginning of the examination and to collect them at the end.
- To respond to candidates non-curricular queries in accordance with examination regulations.
- To escort and supervise any candidates who may need to leave the examination room in an emergency.
- To assist in the efficient timekeeping of the examination ensuring a clock, visible to all candidates, is in the room they are supervising and that the exam board instructions to candidates are displayed as required.
- To ensure that any minor behaviour issues are dealt with in line with Academy policy.
- Report any breaches of examination code of conduct to the supervising teacher/invigilator/examinations officer immediately.
- To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.