



## Job Description

**Job Title:** Exam Invigilator/Reader/Scribe

**Reporting to:** Exams and Data Officer

### Overall purpose of the post:

To work in a team of invigilators supervising pupils undertaking school and external examinations in accordance with the legal and school requirements.

### Main duties and responsibilities:

- 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 quiet 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 school 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.

### 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.