



Job Description

Job Title: Exam Invigilator

Reporting to: Exams & Assessment Officer

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 and adhere to the examination regulations as stated in the JCQ Instructions for Conducting Examinations

- To ensure appropriate preparation of the exam room as required by JCQ and/or awarding bodies
- 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.
- Performing any administrative tasks associated with the role effectively.
- 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/exams and assessment officer immediately.
- To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.
- To attend an annual training session for invigilators as required by JCQ and any other briefings/trainings as deemed necessary by the exams and assessment officer.
- To facilitate access arrangements and/or centre delegated arrangements to individuals or groups of students (including but not limited to reading, scribing, prompting, recording use or extra time and supervised rest breaks)

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.

