

Job Description

Post: Exam Invigilator

Purpose

To challenge educational and social disadvantage by providing a professional exam invigilation service to the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Assist with the preparation of examination rooms and ensure all examinations are conducted within the guidelines specified by the JCQ and that any individual awarding body requirements are met.
- Admit candidates to the examination room in a managed, quiet and orderly manner in order to ensure examination conditions are maintained until all candidates leave the room.
- Assist in candidate attendance checks and inform the Examination Officer if a candidate is missing.
- Remain vigilant throughout the examination, deal with queries raised by candidates and refer, where necessary, to the Examination Officer.
- Maintain compliance with any instructions announced at the beginning of each examination.
- Ensure candidates requiring access arrangements or medical conditions have their individual requirements met whilst undertaking examinations. Ensure any 'extra time' is allocated to students who have been identified as eligible for this.
- Open and distribute examination papers and authorised materials under the direction of the Examination Officer, or Lead Invigilator responsible for the examination, to ensure candidates have the correct papers.
- Read erratum notices, where appropriate.
- Record start and finishing times of examinations on the board and check all candidates can view this information.
- Supervise candidates during toilet or rest breaks (providing there are enough staff in the room to enable you to do so) and, where necessary, prior to / after examinations, if requested to by the Examination Officer.
- Ensure candidates do not use any unauthorised materials (e.g. calculators in a non-calculator examination); alert the Examination Officer immediately of any irregularities and complete the invigilator report appropriately.
- Collect and collate completed scripts and answer booklets in the required order and check there are no missing scripts.
- Ensure the scripts are never left unattended and are safely delivered to the Examination Officer.
- Ensure candidates do not remove any equipment or stationery that has been specifically supplied as part of the examination.
- Be familiar with the academy policy regarding 'emergency' situations and act appropriately should candidates need to be evacuated from the examination room.
- Read and be familiar with the JCQ 'Instructions for Conducting Examinations' (ICE) booklet for the current examination season.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.