

## JOB DESCRIPTION

### EXAM INVIGILATOR

**GRADE:** NJC SCP 8-10

**RESPONSIBLE TO:** Examinations Officer

#### **OBJECTIVE FOR THE POST:**

Ensure that the external examinations held in the school, are completed, in accordance with the regulations as defined by the Qualifications and Curriculum Authority and the Joint Council for Qualifications

#### **KEY DUTIES AND RESPONSIBILITIES:**

##### **1. Preparing the Examination Hall**

- Ensuring that the room meets JCQ & QCA requirements as stated in their I.C.E. booklet e.g centre number and clock clearly visible to all

##### **2. Starting the Examination**

- Admitting candidates into the exam hall in an appropriate manner
- Ensuring candidates have the correct papers
- Ensuring correct identification of all candidates
- Dealing with extra candidates not on the register
- Ensuring candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Reading erratum notices
- Notifying candidates of the start of the exam
- Recording start and finishing times of exams

##### **3. During the Exam**

- Opening and distributing papers and any other authorised materials to candidates
- Ensuring attendance register is completed
- Contacting a teacher in the subject area when a candidate raises a concern or problem with the paper that requires the professional judgement of a teacher
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates queries in accordance with the exam regulations
- Supervising and candidates who may need to leave the room in accordance with exam regulations
- Supervising "clash" candidates between exams
- Distributing additional paper/equipment as required and collection of same
- Ensuring the school policy is adhered to
- Be vigilant and remain aware of emerging situations during the examination for e.g. watching out for malpractice or candidates who are unwell and reporting this to Lead Invigilator.

#### **4. Finishing the Exam**

- Ensuring the efficient timekeeping is maintained
- Notifying candidates that the examination is finished
- Ensuring exam conditions are maintained until candidates are dismissed from the room
- Collected scripts are never left unattended and are safely delivered to the Examinations Officer
- Checking that nothing has been left at the desk and no graffiti has been made during the exam

#### **Additional**

- To assist in the promotion of the good name of the school within the local community
- Any other duties requested by the Examinations Officer commensurate with the level of the post

#### **Generic Responsibilities**

- (a) To work consistently to uphold School's aims.
- (b) To work in a co-operative and polite manner with all stakeholders.
- (c) To work with Students in a courteous, positive, caring and responsible manner at all times.
- (d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- (e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- (f) To work with visitors to the School in such a way that it enhances the reputation of the school.
- (g) To seek to improve the quality of the School's service.
- (h) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students;  
e.g. 1 professional, and appropriate, appearance at all times including when out of school, eg trips, CPD etc.

e.g. 2 no facial piercings or facial *jewellery*

#### **This post is subject to Enhanced DBS disclosure**

**The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that over time, the nature of the job may change, existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently the school will expect to revise this job description from time to time and will consult with the postholder/s at the appropriate time.**

**Postholder's Signature:**

**Date:**

**Headteacher's Signature:**

**Date:**