

JOB DESCRIPTION



POST TITLE	Exam Invigilator
HOURS WORKED	Casual
LINE MANAGED BY	Examinations Officer/Assistant

MAIN PURPOSE OF POST

The post holder provides invigilation for internal and external examinations at the school. The exam invigilator is responsible for collecting the exams material prior to the exam, distributing the material to the candidates, supervising the exam for the duration of the scheduled time and returning all exam materials to the Exams Officer at the end of the exam.

MAIN DUTIES OF POST

- To assist in the preparation of the examination room/hall ensuring that it meets the requirements of the Joint Council for Qualifications (JCQ) and to ensure that the examination is carried out strictly in accordance with the guidelines set out by the JCQ.
- To manage the assembly of candidates in the examination room/hall in an orderly manner ensuring students are correctly identified and seated appropriately.
- To brief students to ensure that they are made fully aware of exam conditions before the exam commences.
- To supervise candidates in a quiet and unobtrusive manner.
- To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
- To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
- To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations and to contact the examinations officer in the event of candidates raising concerns in respect of an examination paper.
- To contact the examinations officer if any disruptions occur.
- To ensure that exam conditions are maintained until all candidates are dismissed.
- To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly delivered to the exams office.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher/Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

South Bromsgrove High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.