

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:

- Ensure that they are familiar with the “Guidance for Invigilators” as provided by the examinations officer and examination board.
- Ensure appropriate preparation of the exam room as required by the examination board.
- Supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- Distribute additional paper and/or equipment as necessary.
- Assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently.
- Distribute examination papers and associated materials at the beginning of the examination and to collect them at the end.
- Respond to candidates non-curricular queries in accordance with examination regulations.
- Escort and supervise any candidates who may need to leave the examination room in an emergency.
- 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.
- 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.
- Ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked.

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 were applicable

- 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;
- 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.