



Exam Invigilator

Salary / grade range	£12.98 per hour (casual)
Location	Co-op Academy Leeds
Reports to	Exams Officer

Purpose of role:

This key role within Co-op Academy Leeds is to help oversee and supervise internal and external examinations as and when the Academy requires. You will ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. Invigilators enhance the calm orderly environment by being extremely reliable, highly flexible and relating positively to learners.

Key accountabilities (and specific duties / responsibilities):

- To assist the set up and breakdown of the examination hall/smaller rooms as requested
- To guide candidates into the correct exam space under exam conditions as directed by the Exams Officer
- To ensure contraband items are collected from candidates prior to the exam starting and handed back to candidates when the exam has completed
- To ensure the correct exam papers are given out to the correct candidates as per seating plans produced
- To collect exam papers when instructed to do so by the Exams Officer and collate them as per instruction, maintaining security and confidentiality throughout
- Ensure the exams you're in are run in a compliant manner in accordance with the JCQ ICE regulations by both candidates and staff
- To be aware of any candidate needs throughout the examination and to act on these promptly
- To challenge any candidate not adhering to the JCQ ICE rules in place for the exam and escalate where appropriate
- To escalate any problems or concerns to the Exams Officer as soon as possible
- To complete official examination paperwork correctly either for or alongside the Exams Officer
- Be able to work well in a high pressure environment and have a keen eye for finer details
- To ensure candidates under your sole supervision are aware of exam conditions and ensuring all regulatory requirements are adhered to
- Not to engage in conversation, or help out in any way the candidates throughout their examination
- Able to assist in any other activities as may be reasonably requested by the Academy from time to time



- Ensure the Academy complies with all necessary exam board regulations
- To assist in the setting up of examination rooms
- To ensure all candidates receive appropriate examination question papers and answer papers
- To be aware of any needs that candidates may have during an examination
- To escalate concerns or problems to the Exams Officer as appropriate
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Officer
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as mobile phones, ipods, ipatches, ipods, revision notes or other paperwork, unless told otherwise
- Ensure all candidates are aware of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure that invigilators do not help candidates in any way with the question paper
- To be comfortable in a pressurised environment
- To assist in other activities as may reasonably be requested by the Academy from time to time

Health and Safety

- Be familiar with the necessary procedures in the event of emergencies in examination conditions including evacuation routes from the building
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the Academy on all issues to do with Health, Safety and Welfare
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> GCSE Grade C or equivalent in Maths and English 	Desirable	A
Experience <ul style="list-style-type: none"> Experience of working in a professional environment Experience of working with children and young people 	Desirable	A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Excellent organisation and administrative skills Strong verbal communication and interpersonal skills Able to confidently follow detailed policies and procedures 		A/I
Personal Qualities <ul style="list-style-type: none"> Enthusiastic and action orientated Able to work effectively with others A commitment to the safeguarding of children and young people. 		I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.