



Job Description – Exams Invigilator

Responsible to: Exams Officer

Pay rate: Grade 1 Point 3 with 12.1% uplift (paid on timesheets)

1. JOB PURPOSE

To provide invigilation cover for external examinations in accordance with Exam Board regulations as established by the Joint Council for Qualifications (JCQ) and carry out associated administrative and clerical duties as requested by the Examinations Officer.

2. MAIN DUTIES AND RESPONSIBILITIES

- To assist with the preparation of the examination room to ensure the conditions meet JCQ requirements.
- To support the supervision of the entry of students in a quiet and orderly manner in accordance with the seating plan provided.
- To assist supervision of the conduct of the exam in accordance with the JCQ regulations.
- To assist with correct identification of all candidates and the registering of students.
- To ensure candidates are aware they are under examination conditions and ensure that no unauthorised materials or items are brought to the exam.
- To distribute the correct papers and stationery to students in an orderly and timely manner.
- To ensure that the start and end time of the exams are displayed and the seating plan is maintained and signed.
- To monitor student behaviour and external noise in a quiet and unobtrusive manner.
- To distribute additional paper / equipment as required.
- To ensure candidates with special educational needs and/or exam concessions are correctly supervised and entitlements respected.
- Supervision of 'clash' candidates between examinations as required.
- To be responsible for students in the event of a fire, ensuring they are moved to a safe place but kept separate from other students.
- To respond to candidates queries in line with JCQ regulations and deal with any problems that arise, in liaison with the Examinations Officer.
- To ensure efficient timekeeping is maintained and ensure the incident log is completed accurately.
- To collect and check scripts at the end of the exam and collate question papers and other materials for return to the Examinations Officer.
- To ensure examination conditions are maintained until all candidates have left the room.
- To prepare for the next exam session if required.
- To assist with the return of scripts to the Examinations Officer on completion of the exam, ensuring that all scripts have been collected and placed in register order. Occasional administrative duties to include assistance with despatch of scripts.
- The postholder will be expected to undertake any appropriate training provided by the academy to assist them in carrying out any of the above duties.
- The postholder may be expected to undertake limited bending, lifting and stretching in the course of their duties.
- Any other duty reasonably requested by the Examinations Officer or members of the academy senior leadership team.



3. QUALIFICATIONS AND EXPERIENCE

Essential

- Should be able to demonstrate a reasonable standard of education in literacy and numeracy.
- An ability to relate well to both children and adults.

Desirable

- Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

4. GENERAL

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____