



Exam Invigilator

Salary / grade range	£12.85 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):

- 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, i-watches, 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 environmentExperience of working with children and young people	Desirable	A/I
Skills, Ability, Knowledge <ul style="list-style-type: none">Excellent organisation and administrative skillsStrong verbal communication and interpersonal skillsAble to confidently follow detailed policies and procedures		A/I
Personal Qualities <ul style="list-style-type: none">Enthusiastic and action orientatedAble to work effectively with othersA 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.