

EXAM INVIGILATOR

Salary: £12.82 per hour (£26,188 per annum)

Responsible to: Data & Examinations Officer

Terms and Conditions of Employment

- The nature of this work is casual and intermittent. There is no obligation on the academy to offer work and, where work is offered, there is no obligation for it to be accepted it.

Job Description

- Support the day-to-day operation of examination venues which may include:
 - assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
 - assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
 - ensuring candidates do not talk once inside examination venues;
 - invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
 - checking attendance during examinations;
 - recording details of late arrivals and early leavers and collecting scripts from early leavers;
 - escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
 - collecting and collating scripts at the end of the examination in accordance with strict procedures;
 - supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

- Assist the Data & Examinations Officer with other examination processes, including assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- Supervise/assist candidates who have access arrangements which will include:
 - Supervising candidates using a laptop during any examinations, including ensuring spelling and grammar options are used when appropriate, word processor cover sheets are completed and typed pages are included within the completed examination script.
 - Acting as a scribe to assist candidates to complete an examination script in line with examination board guidelines provided for scribing and ensuring the scribe cover sheets are completed.
 - Acting as a reader to provide assisted reading support on request to candidates in line with examination board guidelines for reading.

Person Specification

- **Experience**
 - Experience of working in an education environment (*desirable*)
- **Specific skills and knowledge**
 - An understanding of examination processes (*desirable*)
 - Effective oral/written communication skills (*essential*)
 - Good numeracy skills (*essential*)
- **Personal attributes**
 - Accuracy and attention to detail (*essential*)
 - Flexible approach to work (*essential*)
 - Ability to relate to young people (*essential*)
 - Ability to work under pressure and to tight deadlines (*essential*)