



Invigilator

Job Description

Report to: Exams Officer (and Deputy Headteacher (Teaching and Learning))

Hours of Employment: Variable, by arrangement, during exam periods

Key responsibilities:

- Ensure exams are taken in a comfortable environment;
- Support candidates, helping them find their seats according to the seating plan, ensuring they understand how to comply with regulations, and answering any questions;
- Give the invigilator announcements, following a script, before exams start, during time warnings, and exam endings, using a microphone as necessary;
- Monitor students' attendance and behaviour in the examination room carefully and to ensure compliance with procedures and regulations;
- Complete invigilator incidents forms and relay any incidents that occur during the exam session to the Exams Officer;
- In the event of a student illness or emergency, contact a first aider or Exams Officer by radio;
- In an emergency, work with colleagues to organise the exit of candidates from the venue quickly and safely;
- Invigilate computer-aided assessments (CAAs) and additional exam requirements (AERs) sessions as required;
- Attend briefing meetings before each examination period begins, to discuss new developments;
- Support the exams officer with the secure movement and setting out of exam stationery prior to and after an exam as needed;
- Check candidates' equipment, dictionaries and calculators in line with the exam regulations;
- Escort students to comfort breaks under exam conditions;
- Compile accurate attendance/absentee records and complete any other administrative processes and paperwork as directed by the Exams Officer;
- Uphold the school values and demonstrate respect for all students and colleagues at all times;
- Follow school policy and procedures including, but not limited to, academic integrity, safeguarding and behaviour;
- Any other reasonable request from senior staff.