



JOB DESCRIPTION

Job Title:	Exam Invigilator
Grade:	B
Hours:	Casual
Responsible to:	Headteacher/ Teacher responsible for examinations/ Examinations Officer
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Students, headteacher, teaching staff and support staff <u>External:</u>

Main Purpose of Job

The post holder will assist the examinations team in the correct running and supervision of examinations including when necessary assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.

Duties and Responsibilities

1. To attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
2. To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.
3. To respond to queries regarding insufficient or incorrect paperwork in accordance with examination rules and regulations.

4. To contact a named teacher/examinations officer in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required.
5. To supervise candidates in a quiet and unobtrusive manner.
6. To notify a named teacher/examinations officer of any disruptions that may occur.
7. To ensure that the examination is carried out strictly in accordance with the guidelines set out by the JCQ.
8. To supervise any candidates who may need to leave the room in accordance with the exam regulations.
9. To ensure that exam conditions are maintained until candidates are dismissed.
10. To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the examinations officer/person responsible for examinations.
11. To ensure that the room and desks are clear and in good order.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: December 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: Examinations Invigilator

Location: Liskeard School and Community College

Attributes	Essential	Desirable	How identified
Relevant Experience	Administrative experience	Previous experience in invigilating or supervising examinations Experience of working with young people	Application form
Education and Training	GCSE English and Maths at level 4 or above, or equivalent qualification		Application form
Knowledge and Skills	Good communication skills		Application form/ interview
Any Additional Factors	Meticulous approach to work Flexibility in approach to work Ability to remain calm under pressure or during unexpected circumstances Reliable and punctual		Application form Interview

	Ability to work to predetermined instructions Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		
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