

Woodchurch High School

A Church of England Academy

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| Post Title: | Examination Invigilator  |
| Reporting to: | Exams & Data Manager / Officer and Lead Invigilator |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| **Main purpose:** |
| **To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.**To comply with regulations set out by the Joint Council for Qualifications (JCQ**)**To have a flexible approach to all areas of responsibility and to be available for meetings and other events outside of normal working hours.Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning. |
| **Specific Duties**: |
| **To support the Exams Office with the day-to-day operation of examination venues. This activity may include:*** assisting in the management of pupils when lining up outside the exam;
* assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
* closely following and enforcing exam procedures and regulations;
* assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
* collecting in any mobile phones/mp3 players, revision notes and any other materials not authorised in the examination;
* ensuring that 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 procedures;
* checking attendance during examinations, (completing exam registers during external exams);
* recording details of late arrivals and early leavers and collecting scripts from early leavers;
* escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
* escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
* informing the Exams and Data Manager/Officer **immediately** of any incident of malpractice;
* collecting, collating and delivering 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.
* Any other reasonable duties as commensurate with the grading of the post.
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| To assist Exam Manager / Officer or Lead Invigilators with other examination processes. This activity may include: |
| * assisting with the packing of examination papers, stationery **(sometimes heavy)** and equipment prior to the examinations and the delivery to and from venues as appropriate;
* reading or scribing for pupils with additional needs.
* Ensuring that all equipment used in separate rooms is packed away as it was before the exam.
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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

February 2020