



The Ripley Academy

Title:	Examination Invigilator
Part Time Role:	Casual basis – as and when required
Salary:	Scale 1.2 (Assistant) Scale 2.4 (Lead)
Reporting to:	Exams Manager
Liases with:	Academy staff and students

Main Purpose and Object:

Liaising with academy staff to provide invigilation support to the examination process.

The Lead Invigilator role is defined as the person in charge of an examination room, be they the sole person in that room or the person supervising a number of other invigilators. The Lead Invigilator takes sole responsibility for ensuring that the correct procedures are followed at all times according to examination regulations.

The Assistant Invigilator will act under the direction of the Lead Invigilator in the examination room.

Specific Duties:

This activity may include:

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with exam board procedures;
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- Offering advice and guidance to candidates without allocated seats;
- Ensuring that candidates do not communicate with each other once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with exam board procedures;
- Monitoring attendance during examinations;
- Recording details of late arrivals and 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 exam board 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;
- Delivering completed and unused scripts to the Exams Manager.
- Acting as a reader and scribe as necessary

Generic Responsibilities:

- Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.
- To support the effective running of the school on a day to day basis including being deployed flexibly where required.
- To comply with the requirements of Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and Academy policies.
- To be responsible for your own professional development and attend training where required
- To undertake any other reasonable duties within the overall function commensurate with the post.

Signed: Head of School Date:

Signed: Staff Date: