




## **Examination Invigilator**

Support Staff: Grade 5, Point 7



## **Trust Mission Statement**

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.





## Job Purpose

To ensure all internal and statutory examinations are conducted in accordance with examinations board recommendations and school policy.

## Relationships

The Examination Invigilator will report directly to the Lead Exam Invigilator/Examinations Officer. Other key relationships include:

- **Pupils** – establish an environment that is welcoming and safe for pupils ensuring that a nurturing, professional working relationship is in place.
- **School Staff** – lead by example to the staff team, setting high expectations of performance. Ensure that a supportive approach is adopted in order to empower staff to be the best they can be.
- **Parents/Carers** – ensure that parents/carers have confidence in the school and the ability of the Head Teacher, building a positive reputation of the school within the community.

## BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (not exhaustive) those relating to:
  - Child protection
  - Health, safety and security
  - Code of Conduct
  - Whistleblowing
  - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



## Specific Responsibilities

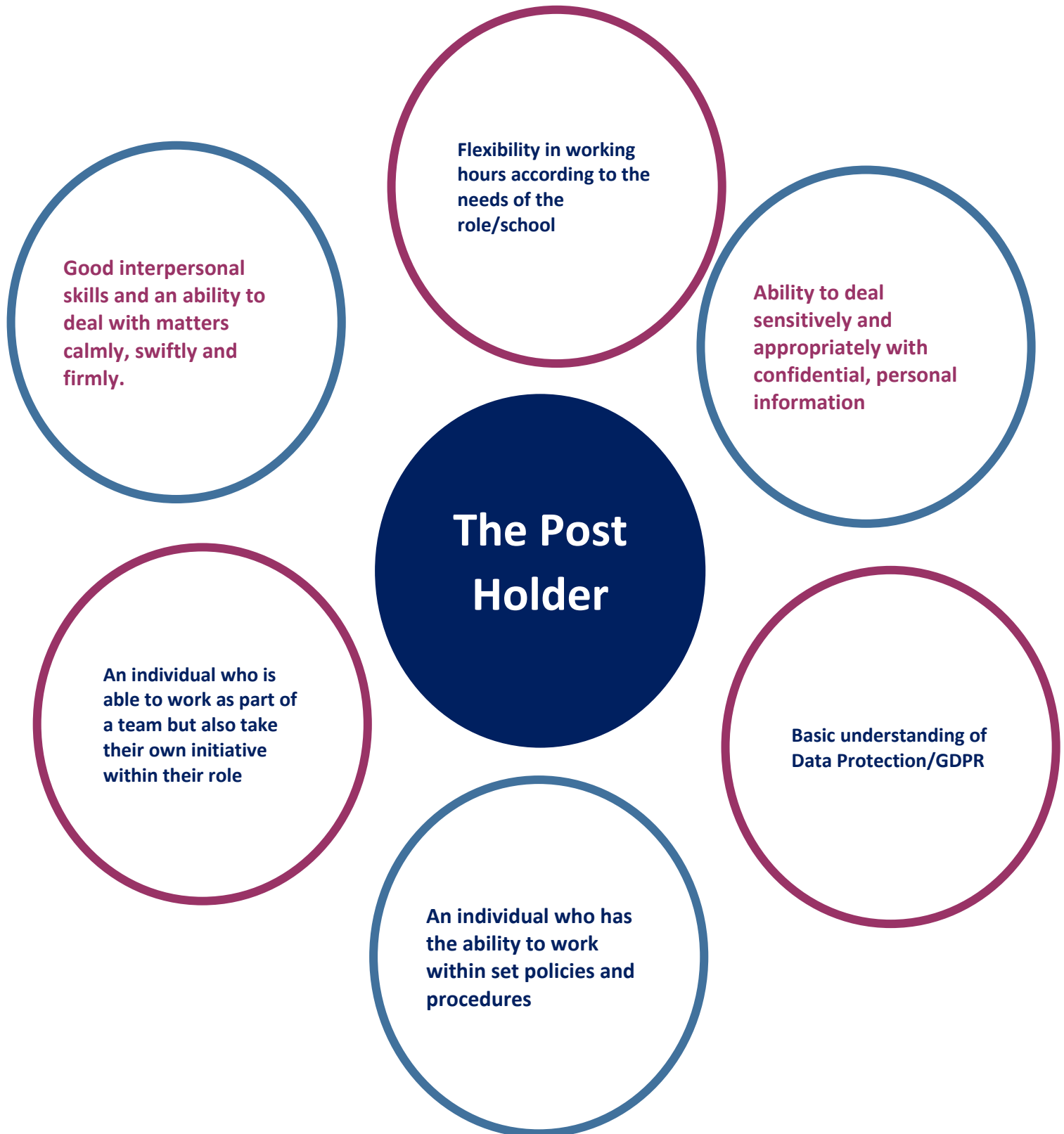
### General Duties and Responsibilities:

- Assisting with the preparation of the examination venue and the distribution of stationery and examination papers prior to the start of the exam in accordance with strict procedures.
- Assisting prior to the start of examinations by directing candidates to their seats. Advising them about items permitted/not permitted to be taken to desks.
- Offering general help and guidance to candidates e.g. directing them to seats and giving index number details.
- Ensuring that instructions and procedures for the conduct of the examination are clearly communicated to candidates.
- Invigilating during examinations and dealing with any candidate queries or problems which may arise.
- Identifying any examination irregularities and liaising with the examinations co-ordinator to ensure appropriate action is taken.
- Checking candidates' attendance and completing official documentation during the examination and communicating absences/irregularities to the Examinations co-ordinator.
- Dealing with the accommodation of unregistered and/or late candidates ensuring that they start the examination with the minimum of disruption.
- Escorting candidates from venues during the examinations as required ensuring no unauthorised material is consulted and the examination regulations are observed at all times.
- Collecting scripts in numerical order and checking these at the end of the examination in accordance with strict procedures.
- Ensuring all candidates leave the venue in an orderly and quiet manner and that candidates do not remove any examination materials from the examination venue.
- To assist the Examinations Officer with any ad-hoc exam-administration duties as required.

***N.B. Invigilators may not engage in any activity other than the direct supervision of candidates in the examination room unless directed to do so by the Invigilator in charge.***



## The Person



**Signed Declaration:**

**I have read, understood and agree with the contents of the job description:**

**Name:** .....

**Signed:** .....

**Date:** .....