



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

## ELLESMERE PORT CATHOLIC HIGH SCHOOL

### EXAMINATION INVIGILATOR JOB DESCRIPTION.

<b>Title:</b>	Examinations Invigilator
<b>Department/ section:</b>	Examinations Office
<b>Reporting to:</b>	Examinations Officer/Duty Senior Invigilator
<b>Liaises with:</b>	Academic Staff, Office Staff, Senior Invigilators and Students

#### Main Purpose and Object:

- To invigilate a range of external, and occasionally internal, examinations.
- To ensure examinations are conducted in line with the regulations specified by the JCQ.
- To work flexible hours in order to meet the requirements of the school.

#### Specific Duties:

##### General:

- To arrive at the examination venue 15 minutes prior to the start of each examination.
- To be present in the examination room 10 minutes prior to the start of each exam for a briefing from the Examinations Officer or Senior Invigilator.
- To ensure unauthorised personnel or pupils do not enter the examination room when papers are present.
- To act in a professional manner at all times.

##### Before the Exam:

- Assisting with setting-up examination venues by laying out stationary, equipment and examination papers in accordance with strict 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 unregistered candidates without allocated seats.
- Ensuring that candidates do not talk once inside the examination venue.
- To ensure that students bring only the following equipment into the examination room:

***Clear plastic wallet or clear pencil case, Pens, pencils, rulers, eraser, pencil sharpener or other equipment listed for the specific examination. A clear bottle, label removed, which may only contain water.***

##### During the Exam:

- Dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.



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- checking attendance.
- To report any breaches of examination standards to the Examinations Officer immediately.
- Recording details of late arrivals.
- Escorting candidates from venues during the examination as required, and supervising candidates whilst outside examination venues.
- To be vigilant but not obtrusive.
- To patrol the examination room.

## **After the Exam:**

- Collecting and collating scripts 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 silent manner.

## **Additional:**

- To attend training and briefing sessions as and when required.
- To comply with requests issued by the Headteacher, Director of Learning and Support, Director of Care & Engagement, SENCO, Examinations Officer or Senior Invigilators.
- Any other duties reasonably issued by the Headteacher, Director of Learning & Support, Director of Care & Engagement or Examinations Officer.
- Assisting with the examination arrangements for students with special needs (for example setting up and administering examinations in your own room, recording particular requests by candidates during the examination, providing 1:1 support for students with reader and/or scribe Access Arrangements).

**EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check.**