

Job Description

Job Title: Examination Invigilator

Responsible to: Data and Examinations Manager

General description of post:

To participate in conducting external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

Working Pattern:

This will be for the main summer examination season that runs from mid-May to the end of June each year.

There will also be the opportunity to supervise mock examinations through the year for all year groups.

Responsibilities and duties:

1. Check the examination room prior to the arrival of candidates to ensure that:
 - Heating, and lighting, are acceptable
 - No display materials that might be helpful to candidates are visible
 - A reliable clock of readable size is visible to each candidate
 - All JCQ Warnings and Notices to candidates are displayed outside the examination room
2. Be fully aware of the regulations according to "The Instructions for Conducting Examinations".
3. Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
4. Take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - Candidates have all the necessary material to enable them to complete the examination
5. Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
6. Supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
7. Complete the Attendance Register after the examination
8. Know the actions to be taken in the event of an emergency such as an emergency evacuation.
9. At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the Data and Examinations Manager
10. Collect all unused stationery in the Examination room and return it to the Exams Office.
11. Ensure that the room is left in a tidy condition.
12. Perform all of the above duties in accordance with School policies, procedures and regulations on Equal Opportunities, Health and Safety, and Data Protection Act.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Name:

Signed: (Postholder) Date:

Signed: (Headteacher) Date: