

## Job Description: Exam Invigilator

**Reports to:** Exams Officer and Data Manager

**Work Pattern:** Adhoc/Casual

**Pay:** £12.81 per hour

### Role Summary:

Working closely with the Exams Officer you will:

- Ensure examinations are completed in line with both internal and external requirements.
- Have an understanding of the rules, regulations and procedures to each of the differing examination boards.
- Maintain the security and confidentiality of the examination.

### Key Responsibilities of the Post:

To provide support to the examinations officer during examination periods. To keep the Exams Officer updated of any information relating to the examination.

- To ensure the examination room is prepared for exams, checking desks are correctly spaced apart, clocks are synchronised, posters displayed, and the white board has the centre number displayed clearly.
- Help in setting out the examination room before the start of an exam, involving setting out the tables with exam papers and exam stationary. Checking that candidates have the correct exam paper.
- Supervise candidates both in and out of the examination room.
- Inform candidates, at the start of an exam, of the rubric on that particular exam, reading the necessary information from the correct rules and regulations book.
- Announce at the start of the examination the start time of the exam and how long it is.
- Write on the white board the start time, end time and extra time where necessary.
- Inform candidates of the rules of the exam room, and enforce these, for example, collecting in mobile phones.
- Check for unauthorised materials and inform candidates of equipment which may or not be allowed and remove any unauthorised material.
- Give out to candidates any stationary which may be needed for an exam from the Exams Officers' spare supplies, for example rulers/protractors.
- Supervise and be vigilant throughout the whole of the duration of the examination, giving complete attention at all times.
- Complete attendance registers and complete or check the seating plan.

- Escort any candidate out or in of the examination room, for example a candidate who may feel unwell.
- Complete an invigilator log sheet details of the examination which they are invigilating, including any infringements of the rules.
- Inform candidates when an exam has finished.
- Collect exam scripts in making sure all stationary is collected and that front covers are filled in and additional pages attached with a treasury tag.
- Help in clearing the examination room, for example posters or clocks removed back the exams office and checking desks are returned to the correct places.
- Support the Exams Officer with exam script preparation for dispatch to the relevant exam boards.

## Qualifications and Experience:

### Essential

- Excellent communication, negotiation and interpersonal skills
- Accuracy and attention to detail
- Adaptable and flexible approach and able to balance conflicting demands
- Excellent organisation, administration and time management skills
- High level of integrity to maintain confidentiality of information
- Good team player

### Desirable

- Previous experience of working in a school environment
- Experience of working in a busy, high pressured environment

## General Accountabilities:

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.