

**JOB DESCRIPTION** **– Casual Exam Invigilator**

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| Job title | **Invigilator, Examination Reader and Scribe** |
| Grade | **Casual – Fixed scale point** |
| Responsible to | **Examinations Officer** |
| Responsible for | **To act as an exam invigilator, a reader or a scribe during controlled examinations to enable the school to meet its requirements to allow learners with special educational needs, disabilities or temporary injuries to access assessments** |
| Effective from | **September 2024** |

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| **SUMMIT LEARNING TRUST Mission Statement**  Success through Endeavour  Ambition through Challenge  Strength through Diversity |

**Role Purpose:**

Working with our Exam Officer to oversee the examination hall and provide access arrangements for all learners ensuring correct procedures and regulations are followed. Responsible for collection of examination papers and supporting documents at the end of the examination and also providing, where required, reading and scribing for learners who require additional help.

## Key Functions (Reader):

* Read aloud examinations instructions and questions, accurately and clearly
* Re-read aloud examination instructions and questions if requested
* Re-read a learner’s answer back to them if requested

## Key Functions (Scribe):

* Produce accurate and verbatim transcripts of answers dictated by the learners in a handwritten format
* Re-transcribe answers back to the learner if requested and make amendments as dictated by the learner

**Main Duties and Responsibilities:**

* To attend regular training sessions for exam invigilators, readers and scribes
* Support learners on a 1:1 basis during the examination
* Follow instructions given by the examinations officer
* Adhere to strict rules as to what can and cannot be read or scribed
* Set out examination papers and supporting documents/materials
* Assist learners entering the examination hall
* Ensure correct procedures and regulations are followed by all learners
* Collect examination papers and supporting documents at the end of the examination

**General Duties:**

* Undertake training and development specific to the role
* Co-operate with the school in complying with relevant health and safety legislation, policies and procedures
* Carry out the duties and responsibilities of the post in compliance with the school’s equal opportunity policy
* Support the aims and ethos of the school
* Maintain confidentiality and observe data protection and associated guidelines where appropriate
* Maintain an awareness of keeping children safe in Education - safeguarding children
* Carry out any other reasonable duties

**Experience:**

* Excellent organisational and communication skills
* Essential to understand the importance of integrity and confidentiality
* Ability to work as part of a team

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |