



## PHILIPS HIGH - JOB DESCRIPTION

<b>Job Title:</b>	<b>Lead Invigilator</b>
<b>Salary:</b>	<b>Grade 5</b>
<b>Immediately Responsible to:</b>	<b>Examinations Officers / Headteacher</b>

<b>Post Hours:</b> Casual Ad hoc basis
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<b>Purpose and Objectives of Post:</b> A Lead /Senior Invigilator will work alongside the Examinations Officers To assist the Examinations Officer assisting with all administration aspects of exams
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### General Duties

- Ensure that only those members of the senior staff approved by the head of centre are present at the beginning of exams to support with identifying and settling candidates.
- Take responsibility to ensure that exam posters are displayed outside all exams rooms;
- Take responsibility for recording exam details on the whiteboard (centre number, subject title, paper number and the actual starting and finishing time of the examination/s).
- Take responsibility to ensure that a clock is on display that all candidates can see clearly
- Take responsibility for checking that the correct question paper has been placed on the candidate's desk.
- Allocate an invigilator to complete/check the seating plan and 2-4 invigilators (depending on number of candidates) to complete the absentee list for the sports hall.
- Allocate invigilators to rows for script collection.
- Ensure that candidates are aware that they are responsible for producing legible writing
- Ensure that candidates are aware that inappropriate, obscene or offensive material (even doodling) will be considered as malpractice.
- Take responsibility of the walkie talkie in the exam room during the exam.
- Use your initiative in deciding how to handle any minor issues which may arise at the time of the examinations concerning candidates. Inform the exams officer or other more senior members staff should a candidate be causing disruption or you suspect malpractice. (In the first instance, it will normally be the examinations officer).
- Record any issues on the appropriate form—late arrival, illness, malpractice - during the examination (this will be performed by sole invigilators in separate rooms).
- Remind candidates that they are still under exam conditions.
- Make the decision on which candidates are allowed to go to the toilet and who they are to be accompanied by.
- Be sure to pass **ALL** relevant information back to the exams officer.
- Be aware of candidates in the exam room who are entitled to use a bi-lingual dictionary, who may require extra time or who have medical conditions and ensure that sole invigilators in separate exam rooms have this information. **Note:** a bilingual dictionary must not be used in GCSE English, English Literature, Geography, History & Religious Studies examinations due to the assessment of Spelling,

Punctuation and Grammar.

- Collate scripts at the end of the exam, with the help of other invigilators if necessary.
- Complete attendance list against collected examination papers, ensuring that any cover sheets (Scribe or Word Processor) required are completed.
- Prepare and pack exam envelopes.
- Be prepared to remove from candidates any unauthorised materials found in their possession eg mobile phone, revision notes etc.
- Complete the malpractice/Incident form as required (Even if nothing to report)