



Exams Invigilator

Job Description

Main Purpose of the Post

To provide support to the examination process.

Key Duties/Areas of Responsibility:

To support the Examinations Officer with the day-to-day operations of examination venues. This activity may include:

- assisting in setting up the rooms where examinations are to take place
- 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 seated inside examination venues
- starting the exam explaining to candidates the rules and regulations of the exam venue
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- invigilating students with access arrangements and special requirements in a smaller venue within school.
- acting as a reader for students with access arrangements and special requirements
- supervising the use of computer equipment by students with access arrangements and special requirements
- checking attendance during examinations
- recording details of late arrivals and early leavers and collecting scripts from early leavers
- escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues
- officially finishing an examination
- collecting and collating scripts at the end of the examination in accordance with strict procedures
- assisting with the preparation of script envelopes
- 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 quiet manner
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.

Other duties and responsibilities commensurate with the grade of the post which may be required from time to time.





Person Specification

CRITERIA	ESSENTIAL / DESIRABLE
Qualifications & Training	
3 GCSEs including English and maths (or equivalent)	Essential
Experience	
Demonstrates experience of working as part of a team	Desirable
Demonstrates good record of attendance and punctuality	Essential
Demonstrates good organisation skills, attention to details and procedures	Desirable
Skills & Knowledge	
Good oral, reading and written communications skills	Essential
Understanding of job requirements	Essential
Personal Qualities	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	
An approachable attitude	Desirable
Calm at all times	Desirable
Commitment to safeguarding and equality	Essential

