

JOB DESCRIPTION

POST TITLE:

Examination Invigilator

RESPONSIBLE TO:

Examinations Clerk

WORKING HOURS:

Negotiable during examination periods

POST OBJECTIVE:

To deliver and invigilate all exams within school and abide by examination board rules and regulations, ensuring that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

DUTIES AND RESPONSIBILITIES:

- To assist in the setting up of examination rooms, ensuring appropriate notices and equipment are in the exam room
- To assist the Examinations Officer in taking exam papers to and from the exam room.
- To assist in seating candidates in appropriate order according to seating plans where provided and ensuring all candidates are seated before opening the question papers
- To assist in distributing appropriate examination question papers and answer paper
- To ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To be aware of any needs that candidates may have during the examination
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines

DUTIES AND RESPONSIBILITIES:

- Ensure students do not borrow equipment from each other.
- To ensure no inappropriate items are brought into the examination hall, such as mobiles phones, personal stereos, MP3 players, revision notes or other paperwork unless told otherwise

- Ensure that at the finish time students stop writing
- To assist in collecting in answer scripts and collating in candidate number
- Be familiar with procedures for late candidates, incidents including malpractice.
- To maintain security and confidentiality
- To assist in recording attendance on the official examination registers
- Invigilators **MUST NOT** help candidates in any way with the question paper, unless there is an erratum notice
- Be familiar with school fire procedure
- To assist in other activities as may reasonably be requested by the centre from time to time

METHODS OF WORKING:

1. The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines.
2. The postholder will be expected to maintain confidentiality and observe data protection guidelines.
3. The postholder will be expected to undertake any necessary training associated with the duties of the post.
4. The postholder will understand and comply with the school's Equal Opportunities Policy, and Health and Safety Policy and will attend any staff training programmes as required.
5. The postholder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.

SPRINGWELL COMMUNITY COLLEGE **PERSON SPECIFICATION**

EXAMINATIONS INVIGILATOR

Personal Attributes

- Professional image to students and staff.
- Very good Interpersonal and Communication Skills
- Able to abide by the code of practice for confidentiality and security
- Consistent approach to applying the rules for exam invigilation.
- A sympathetic but firm approach to students on exam day.
- Flexible
- Responsible
- Able to work proactively

Training

Invigilator training will be given.

Qualifications

None required.