



## JOB DESCRIPTION

**POSITION:** EXAM INVIGILATOR

**HOURS & PAY:** £9.75 per hour

### PURPOSE OF JOB:

- To support the Lead Invigilator and Examinations Officer with the day to day operations of examinations.

### Main Duties:

- To ensure a calm environment which will give all students the best possible opportunity to be successful in their exam
- To help organise students at the start and end of each exam
- To help provide the correct information and material for successful completion of the exam
- To be vigilant, whilst not disrupting the candidates
- To refer to the Examination Officer if it is suspected that malpractice is taking place
- To help in the collection of exam scripts which need to be collected in order
- To ensure students do not leave an examination venue until instructed to do so at the end (unless escorted for exceptional reasons)
- Assisting with the preparation of seating plans and notices to be placed outside venues
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examinations venue
- Ensuring candidates do not talk once inside examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- To help scribe and read for students who require additional help.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the School Business Leader or Principal within the grading level of the post and the competence of the postholder

## PERSON SPECIFICATION - SELECTION CRITERIA

### EDUCATION & QUALIFICATIONS

- An understanding of examination processes
- Effective oral/written communication skills
- Numeracy and literacy skills

### KNOWLEDGE & SKILLS

- The ability to work in a team and individually
- Good written and verbal communication skills and the ability to relate well to school staff, and candidates of all abilities
- Ability to maintain confidentiality
- Good supervisory skills
- Ability to be vigilant
- Flexible approach to work
- Excellent record of attendance and punctuality

An enhanced DBS check will be required for this post.

