

# Stepney All Saints School

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Headteacher: Mr P Woods

## Examination Invigilator Job Description

Role title	Examination Invigilator
Purpose of role	To supervise students taking examinations and to ensure the examination is conducted according to JCQ's "Instructions for Conducting Examinations"
Working hours	Casual hours
Line Manager	Deputy Headteacher
Grade of Post	£11.95 ph

### Key Duties:

1. Uphold the integrity of the examination process
2. Ensure all candidates have an equal opportunity to demonstrate their abilities;
3. Ensure the security of the examination before, during and after the examination
4. Prevent possible candidate malpractice
5. Prevent possible administrative failures
6. To understand and implement the relevant sections of JCQ's "Instructions for Conducting Examinations"
7. To participate in training and updates provided by the Centre
8. To assist in the setting up of examination rooms, including clock, notices, labels, equipment, answer booklets and question papers
9. To take responsibility for the supervision of candidates from the moment they walk into the examination hall and to ensure candidates obey the regulations of an exam room at all times
10. To ensure candidates sit according to the seating plan and take to their desks only those articles, instruments or materials which are expressly permitted
11. To provide candidates with all the necessary material to enable them to complete the examination and to ensure that only official examination stationery is issued
12. To open the packet(s) of examination papers and issue the papers to candidates
13. To give clear instructions to candidates about the conduct of the examination and to ensure that they are aware of the pre-exam start information and any erratum notice that may affect them
14. To supervise the candidates throughout the time the examination is in progress and give complete attention to this duty
15. To be aware of any needs that candidates may have during an exam
16. To ensure there is no talking or disruption for the candidates once an examination has begun
17. To uphold the expectation that only staff who are scheduled to be in the exam hall by the Examinations Manager/Officer are present at any time during the exam;
18. To maintain security and confidentiality at all times and to report any suspicion of malpractice to the Head of Centre
19. To record attendance on the official examination registers and to keep a signed record of seating and invigilation arrangements 2 Depending on school 3
20. To follow the guidance of the Examinations Officer on what to do if a student wishes to leave the examination room during the examination
21. To know, and follow if necessary, the actions to be taken in the event of an emergency such as a fire alarm
22. To collect answer scripts in candidate number order and ensure that candidates have used their correct Centre and candidate numbers
23. To supervise the scripts as required until they are delivered to the Examinations

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Manager/Officer

24. To assist in clearing the exam hall and returning stationery and equipment to the exams office
25. To contribute to the evaluation of the exams service in the school
26. To carry out any other duties commensurate with the post as requested by the Examinations Manager/Officer

## Person specification:

You must be able to demonstrate

1. Punctuality and reliability
2. High expectations of all students regarding achievement and behaviour
3. The ability to take on responsibility
4. Good interpersonal skills, with a calm and organised attitude
5. The ability to act on own initiative
6. The capacity to work as part of a team
7. A meticulous approach, with an eye for detail
8. The ability to be constantly vigilant when examinations are in progress
9. A competent level of written and spoken English
10. Commitment to the safeguarding of students

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: