

Stepney All Saints School

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Headteacher: Mr P Woods

Lead Examination Invigilator Job Description

Role title	Lead Examination Invigilator
Purpose of role	To support the Examinations and Assessment Officer in ensuring that the exam room meets awarding body requirements by checking, prior to the arrival of the candidates
Working hours	Casual hours
Line Manager	Deputy Headteacher
Grade of Post	£15.64 ph

Key Duties:

1. Ensure there are enough invigilators present
2. Heating, lighting, ventilation and levels of extraneous noise are acceptable
3. No display materials that might be helpful to candidates are visible
4. The centre number and a reliable clock of readable size are visible to each candidate
5. The Warning to Candidates is displayed outside the exam room
6. The Notice to Candidates is displayed outside the exam room
7. There is a copy of the JCQ 'Instructions for Conducting Examinations' booklet clearly visible at the front of the room
8. The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others (desks 1.25 m apart)
9. Seating plans are displayed in the exam room and on the exams noticeboard
10. To ensure that a signed record is kept of the seating and invigilation arrangements for every exam
11. To maintain the security of the exam both before and after the exam
12. To take all reasonable steps to ensure that the correct exam papers are issued to candidates
13. The correct awarding body exam stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
14. Candidates take into the exam room only those articles, instruments or materials which are expressly permitted and all mobile phones/MP3 players/electronic devices are named and handed in
15. Candidates have all the necessary material to enable them to complete the exam
16. To give clear instructions and information to candidates at the start and finish of every exam in accordance with awarding policy regulations, including the reading of erratum notices
17. To ensure that the correct information (e.g. start and end times, additional time, centre number) is displayed clearly on the board so that it can be seen by all students in the exam room
18. To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum fuss
19. To ensure that candidates are supervised throughout the whole time the exam is in progress
20. To record any incidents of suspected malpractice and report these to the Exams Officer
21. To contact the Exams Officer if candidates raise a concern or problem with the paper that requires clarification
22. To complete the official attendance register during the examination, in accordance with the instructions of the awarding body, and to make the Exams Officer aware of any absences
23. To know the actions to be taken in the event of an emergency such as a fire alarm or

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bomb alert

24. At the end of the exam, to organise the collection of all scripts and to ensure that candidates have completed all required details on their script prior to dismissing candidates from the exam room
25. After collection, to assist the Exams Officer in ensuring all scripts are packed in the correct awarding body packet according to the order of the official attendance register
26. To ensure candidate cards and exam registers are prepared prior to the next exam
27. 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. GCSE English and Maths A*-C (or equivalent)
2. Experience of exams invigilation
3. Experience of working in a secondary school
4. Reliable and punctual
5. Well-organised and meticulous, with great accuracy and attention to detail
6. Able to follow regulations and work to predetermined instructions
7. Flexible approach, able to adapt to changing circumstances
8. Calm under pressure or unexpected situations
9. Excellent verbal and written communication skills, ability to relate effectively to both staff and students.
10. Ability to lead a team and delegate tasks to others
11. Committed to creating a positive, supportive, calm and orderly exams environment
12. Interest in working in a school environment and supporting students at an important time of their school career

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: