



**JOB DESCRIPTION**  
**Exam Invigilator**



<b>JOB TITLE:</b>	Exam Invigilator
<b>GRADE:</b>	Grade C, Point 2
<b>HOURS PER WEEK:</b>	Claiming Basis
<b>RESPONSIBLE TO:</b>	The Headteacher through the Examinations Officer
<b>RESPONSIBLE FOR:</b>	Assisting the Examinations Officer with the fair and proper conduct of examinations in an environment that enables a student to perform at their best
<b>JOB PURPOSE:</b>	To support the Examinations Officer with the day-to-day operation of examination venues.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the health and wellbeing of students through knowledge and understanding of appropriate policies e.g. Child Protection.
2. Have responsibility for good working practices including health and safety
3. Ensure services are delivered in accordance with the aims of the equality Policy Statement
4. Develop own and team members' understanding of equality issues

**SPECIFIC RESPONSIBILITIES**

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
2. Closely following and enforcing exam procedures and regulations
3. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
4. Ensuring that candidates do not talk once inside examination venues
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
6. Checking attendance during examinations
7. Recording details of late arrivals and early leavers and collecting scripts from early leavers
8. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues

9. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
10. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
11. 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.
12. Assisting with the packing of examination papers, stationery (**sometimes heavy**) and equipment prior to the examinations and the delivery to and from venues as appropriate
13. Assisting with the preparation of seating plans
14. Scribing for students with special needs.

The duties of the post may vary from time to time without changing their general character or the level of responsibility involved.

This job description will be reviewed annually and is set in the context of the aims of the school and the current school development plan.

It is accompanied by the school's generic job descriptions as appropriate and staffing structure. Allocation of responsibilities may be amended after consultation.

**SIGNED** ..... **POSTHOLDER**

**DATE** .....

**SIGNED** ..... **LINE MANAGER**

**DATE** .....