



## THE FITZWIMARC SCHOOL

### JOB DESCRIPTION

<b>Title of Post:</b>	Examinations Invigilator
<b>Band:</b>	Scale 2 points 2-3
<b>Responsible to:</b>	Examinations Officer
<b>Post holder:</b>	
<b>Purpose of the job:</b>	To provide efficient and effective invigilation to support to support the work of the Examinations Department supervising candidates in Internal/External examinations.

---

#### Duties and Responsibilities:

- Assist with setting up of examination venue by laying out stationary, equipment and examination papers in accordance with published guidelines.
- Ensure the room meets JCQ requirements e.g. centre number and clock clearly visible to all.
- Ensure candidates enter exam hall in an appropriate manner, directing them to their seats and advising on permissible possessions.
- Ensuring correct identification of all candidates
- Inform Examination Officer of any unregistered candidates without allocated seats
- Record all late arrivals, early leavers and absences.
- Ensuring candidates are aware they are under exam conditions, retrieving mobile phones etc.
- Read out examination instructions to candidates
- Notifying candidates of the start of the exam.
- Recording start and finishing times of exams.
- Opening and distributing papers and any other authorised materials to candidates.
- Invigilating during the examination, in order to prevent cheating and malpractices in accordance with JCQ Instructions for conducting Examination' procedures:
- Contacting the Exams Officer/a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.
- Supervising candidates in quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with the exam regulations.
- Supervising any candidates who may need to leave the room in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distributing additional paper/equipment as required.
- Ensuring that school policy is adhered to.
- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from room.
- Ensuring candidates have fully completed the front of the paper and any continuation pages with their name, candidate number and centre number.
- Collecting and collating scripts in attendance register order in accordance with JCQ guidelines.
- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring correct spacing of desks is maintained after each examination
- Ensuring that scripts are never left unattended and are safely delivered to the exams officer.
- Ensuring there are no missing scripts.
- Occasionally may be required to assist specific candidates with reading and scribing.
- Reporting of any malpractice to the Examination Officer or Deputy Headteacher

- Completion of administrative duties e.g. delivering scripts, packing exam papers as directed by the Examinations Officer.

**General:**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)      Date .....**

**And .....(Headteacher)      Date .....**