



Job Description – Exams Invigilator Band 2

Job Title	Exams Invigilator.
Grade	Band 2.
Reports to	Exam Officer / Senior Invigilator
Liaison with	Senior Invigilator, Teaching staff, support staff, pupils.
Job Purpose	To implement examination procedures and ensure the proper conduct of examination candidates.
Duties	<ul style="list-style-type: none">• Hand out appropriate question papers to candidates.• Read out examination instructions.• Record examination start and finish times.• Instruct candidates to begin examinations.• Complete attendance register and seating plan as required.• Collect candidate cards according to instructions.• At the end of the examination, collect candidate and question papers in accordance with instructions.• Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.• Ensure silence in the examination room and avoid disruption.• Ensure that all candidates comply with any instructions.• Walk around the examination room, ensuring no candidate has forbidden items and removing any found.• Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person.• When absolutely necessary, escort candidates to the toilet.
General	<ul style="list-style-type: none">• 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.