



Bede Academy Job Description

Examination Invigilator & Support:

The role of Examination Invigilator & Support reports to the Examinations Officer who reports to the Assistant Vice Principal (Organisation, Administration and Data). The Examination Invigilator & Support will assist in the delivery and invigilation of all examinations within the Academy, in accordance with the Examination Board Rules and Regulations.

- To work under the Examinations Officer to ensure the fair and appropriate conduct of examinations in an environment that enables pupils to perform at their best
- To support the Examinations Officer with the day-to-day operation of examination venues
- Assist in the setting up of examination rooms and seating arrangements, ensuring appropriate notices and equipment are in the examination room and comply with Examination Board regulations and procedures
- Ensure that all candidates are present, seated in appropriate order in accordance with any seating plans and advise them about possessions permitted in the examination room
- Record a correct attendance register and keep an accurate record of seating plans
- Ensure all examination papers are distributed appropriately and be responsible for the safety and security of all examination papers during examination sessions
- Be aware of, follow and enforce exam procedures and regulations; ensuring all candidates are aware of the pre-examination start information and of any erratum notices that may affect them
- Start and end examinations at the specified time and maintain an accurate record of times
- Be aware of any needs that candidates may have during the examination
- Be responsible for the supervision of all examination candidates whilst under examination conditions and deal with examination irregularities in accordance with procedures
- Report any malpractice, unacceptable behaviour, and any absence to the Examinations Officer
- Ensure examination material is collected at the end of the examination session and safely delivered back to the Examinations Officer
- Support students who have access arrangements in exams by acting as a reader, scribe or prompt.
- Comply with the requirements of Health & Safety and other relevant legislation
- Be familiar with the Academy's emergency evacuation procedure in relation to examinations

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.