

Northern Education Trust – Job Description



Job Title: Exam Invigilator

Accountable to: Examinations Officer

Grade:

Overall Purpose of the Post:

- To work under the direct instruction of the Head Teacher/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 Examination Officer with the day to day operation of examination venues
- Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring that candidates cease disruptive behaviour and refrain from talking once inside examination venues; advise of malpractice and ensure due process is adhered to and followed
- Invigilating during examinations, deal with examination irregularities in accordance with procedures
- Checking and recording of candidate's attendance during examinations
- Recording and reporting details of late arrivals, non-attendees and early leavers and collecting exams/scripts from early leavers
- Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
- 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
- To be aware of any needs that candidates may have during an examination
- To be aware of the school emergency policy in relation to examinations
- Sole invigilation

SUPPORT FOR CANDIDATES:

1. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
2. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times

3. Respond to candidates' queries in accordance with examination regulations
4. To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations

SUPPORT FOR THE SCHOOL:

5. Be aware of and comply with policies and procedures relating to Child Protection, health safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
6. Attend and participate in relevant meetings as required
7. Participate in training and other learning activities and performance development as required
8. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
9. Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
10. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

GDPR

11. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

All staff of Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**;

Safeguarding Children and Young People

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date:

Northern Education Trust
 Post: Exam Invigilator
PERSON SPECIFICATION



Qualifications	Essential	Desirable
Basic First Aid		✓
The Support Work in Schools VQ (SWIS)		✓
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
Experience	Essential	Desirable
Experience of working in a school environment		✓
Basic clerical/administrative experience		✓
Experience of exam invigilation	✓	
Skills	Essential	Desirable
Ability to relate well to children and adults	✓	
Excellent literacy and numeracy skills	✓	
Excellent communication and listening skills	✓	
Ability to work under pressure and to tight deadlines	✓	
Methodical with a good attention to detail	✓	
Ability to respect and maintain confidentiality	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Good time management and organisational skills	✓	
Other	Essential	Desirable
Satisfactory Enhanced Disclosure & Barring Service Clearance	✓	
Commitment to safeguarding and the ethos and values of the Trust	✓	

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