

## JOB DESCRIPTION

**POST TITLE:** Senior Exam Invigilator

**MAIN PURPOSE:** To work under the direct instruction of the Examinations Officer, to ensure the fair and proper 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. As part of your role you will need to be completely committed to safeguarding and promoting the welfare of our students and young people.

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### **TASKS:**

#### **SUPPORT FOR THE EXAMINATION PROCESS:**

- 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
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- Respond to candidates' queries in accordance with examination regulations

- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations SUPPORT FOR THE SCHOOL:

- 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 • Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required

- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time

- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory. 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