

King Edward VI Handsworth Wood Girls' Academy

Job Description

NAME:

DATE:

POST HELD: Exam Invigilator

SALARY SCALE:

1.0 Job Purpose

1.1 To support the Exams Officer in the provision of an efficient and effective examination process for the Academy.

2.0 Duties and Responsibilities:

2.1 Assist in the preparation of exam rooms, including putting candidate numbers on exam tables.

2.2 Ensure a calm environment.

2.3 Help to organise students at the start and end of each exam.

2.4 Provide the correct information and material for the successful completion of the exam.

2.5 Ensure that the conduct of the exam takes place within the guidelines set down by JCQ.

2.6 To give full attention to invigilating exams and being alert to emerging situations and malpractice.

2.7 To be able to invigilate in silence and not indulge in unnecessary communication with other invigilators.

2.8 Refer suspected malpractice to the Exams Officer.

2.9 Mark the attendance register and to inform the Examinations Officer of any candidates who have failed to attend the examination.

2.10 Display starting and finishing times for the exams on the board

2.11 Deal with any disturbances to the exam.

2.12 At the end of the exam ensure that the answer booklets have been completed correctly.

2.13 Collect exam scripts in candidate number order.

2.14 Collect all other exam materials and unused stationery.

2.15 Give a report in the event of any discrepancy or irregularity in the progress of an examination.

2.16 Be familiar with the JCQ document 'Instructions for Conducting Examinations'.

2.17 To be flexible in respect of hours of duty during the examination period.

2.18 Attend annual training.

2.19 Comply with the Academy's Safeguarding & Fire Safety policies.

OBSERVANCE OF THE ACADEMY TRUST'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

"King Edward VI Handsworth Wood Girls' Academy is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment".

To whom responsible: Examination Officer

Staff for whom responsible: None

Signed _____ (Examinations Officer) Date _____

Signed _____ (Headteacher) Date _____