

## Job Description

### Examination Invigilator

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**Post:** Examination Invigilator

**Line Manager:** Exams Officer

**Job Purpose:**

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

**Main Areas of Responsibility:**

- To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.
- Assist in the setting up of examination rooms in accordance with strict procedures (arranging tables, laying out stationery, equipment and examination papers. Please note, some stationery piles can be heavy)
- Ensure all candidates receive the correct examination papers and answer papers
- Use vigilance to be aware of any needs that candidates may have during an examination
- Ensure Answer Scripts are collected in candidate number order and are supervised as required until they are delivered to the Exams Office
- Ensure that the Examination Room and surrounding environment is conducive to examination conditions and minimise distractions
- Supervise the entry and exit of candidates to and from the Examination Room
- Maintain security and confidentiality at all times and report any malpractices to the Exams Office via appropriate procedures
- Ensure that examinations begin and end on time as scheduled and follow Academy procedures for implementing
- Do not under any circumstances assist a candidate in any way during the examination
- Complete general administrative duties as directed by the Examinations Secretary
- Deal with emergency situations e.g. student illness, fire alarm etc. via relevant methods / procedures
- Deal sensitively with candidates who have special arrangements
- To act as a reader and/or scribe for candidates requiring additional support
- To supervise candidates between examinations when there is an exam clash on their timetable

- Be familiar with and adhere to the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications – a copy will be issued annually
- Be available to work flexibly in ensuring that examination processes are completed at the end of each examination
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, SEN, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Carry out other responsibilities appropriate to the grade as agreed with Line Manager or Business Manager

**Supporting processes:**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, SEN, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Have reasonable availability during the examination seasons (December/January and May/June) and be able to work between the hours of 8.30 am and 3.30 pm

**All Kings of Wessex Academy staff are expected to:**

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Carry out any other duties as reasonably requested by the Headteacher
- The Kings of Wessex Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the Academy agreed child protection procedures will be followed alongside implementation of the Academy disciplinary procedures

## Examination Invigilator – Personal Specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education</li> <li>• Excellent levels of numeracy and literacy</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Application Form</li> </ul>
<b>2. Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working in a school or exam invigilation would be beneficial, but is not essential as training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview /Application/Reference</li> </ul>
<b>3. Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Punctuality</li> <li>• Good communication skills</li> <li>• Attention to detail</li> <li>• Calm and authoritative</li> <li>• Good interpersonal skills</li> <li>• Confidentiality</li> <li>• Ability to relate to students</li> </ul>		<ul style="list-style-type: none"> <li>• Interview/Reference</li> <li>• Interview/Reference</li> <li>• Interview/Reference</li> <li>• Interview/Reference</li> <li>• Interview/Reference</li> <li>• Interview/Reference</li> <li>• Interview/Reference</li> <li>• Interview/Reference</li> </ul>