DOROTHY STRINGER SCHOOL
EDUCATION FOR LIFE

JOB DESCRIPTION

JOB TITLE: **Exam Invigilator**

REPORTS TO: **Exams & Data Manager**

DEPARTMENT: **Exams**

SECTION: **Secondary School**

PURPOSE OF JOB

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

PRINCIPAL ACCOUNTABILITIES

Specific Duties:

To support the Lead Invigilators with the day-to-day operation of examination venues. This activity may include:

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- Closely following and enforcing exam procedures and regulations;
- 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 do not talk once inside examination venues;
- Invigilating during examinations, dealing with queries raised by candidates and reporting any examination irregularities to the Lead Invigilator in accordance with procedures;
- Checking attendance during examinations;
- Recording details of late arrivals and early leavers and collecting scripts from early leavers;
- Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- 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 assist Examinations staff and Lead Invigilators with other examination processes. This activity may include:

- Assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate; Occasionally there may be a requirement to move desks in classrooms.
- Reading and/or scribing (writing or typing) for students with special exam arrangements, (after appropriate training).

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.