

Post: Examination Invigilator (Casual post)

Salary: £10.00 per hour or £13.00 per hour for Lead Invigilator

Responsible to: Examination Officer

## **Main Objectives**

- To support the Lead Invigilator/Examination Officer with the day-to-day operation of examinations, including setting up of examination venues, invigilating exams and supervising candidates.
- To ensure that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.

## **Main Duties:**

### **Examinations**

- Assist with setting up examination venues by laying out candidate cards, stationery, equipment and examination papers in accordance with strict procedures .
- Assisting candidates prior to start of examinations by directing them to their seats and advising them about possessions permitted in the examination venue.
- Ensuring candidates do not talk once inside the examination venue.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- Escorting candidates from venues during examinations as required, supervising candidates whilst outside examination venues as in clash situations.
- Collecting and collating 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.

### **Additional Duties for Lead Invigilator**

- Ensuring candidates have the correct papers.
- Ensuring candidates have been read the regulations from the examining boards and have been informed of any erratum notices.
- Recording start and finishing times of examination, including extra time on noticeboard.
- Completing and signing attendance registers including dealing with candidates not on the register.
- Recording details of late arrivals and irregularities.

### **Other Duties**

- Undertake all duties as required consistent with the objectives and/or duties of the post.
- Undertake training and development relevant to the post and in line with the school's Developing profile.
- To participate in reciprocal skill transfer as part of the on-going development of a flexible team.
- Assist with the induction of new members of the invigilating staff.

- Support your colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- Ensure health and safety procedures are implemented in all areas of work responsibility.
- Implement the Council's and Governing Body's equal opportunities policy in all aspects of the work and duties associated with this post.
- To be aware of and comply with all relevant Council and legislative requirements.
- To undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.

This job description should not be viewed as a prescriptive document but as an outline of the duties of the post. The job description is subject to review and change after consultation and agreement with the post holder.

#### **Additional Information**

- Normal working hours will be time slots between 7.30 a.m. and 6 p.m.
- Post holder must be available during busy periods, January, April to July and December, although additional hours may be available at various times throughout the academic year and when the examination results are received in August.