



## JOB DESCRIPTION

<b>Job Title:</b>	Examination Invigilator
<b>Location:</b>	Alde Valley Academy, Leiston. Suffolk
<b>Reporting to:</b>	Examination Officer
<b>Prepared date:</b>	December 2022

### Core Requirements of the Post:

To assist the Educational Support Manager with the examination process

### Main Duties and Responsibilities:

This job description sets out the main duties and responsibilities to be undertaken by the postholder when in school although this is not an exhaustive list.

- Make yourself aware of the “Invigilation of Public Examinations” instructions and the “Instructions for the Conduct of Examinations” booklet produced by the JCQ (Joint Council for Qualifications)
- Arrive 35 minutes before the start time of the examination. A minimum of 2 hours work will be required
- Assist with distributing question papers
- Ensure any equipment and paperwork required for the exam is present before the exam commences
- Ensure the conduct of the examination is in accordance with the information contained in the documents referred to above
- Issue and collect equipment to students as necessary and record on the appropriate form
- Collect the students’ scripts at the end of the examination, complete records of any reader, scribe, laptop assistance
- Dismiss the students in silence and tidy the examination room
- Attend to sick, injured children, any toilet breaks and make arrangements as required
- Ensure that Health and Safety Regulations and safeguarding procedures are complied with
- Assist any entitled student by reading or scribing in accordance with JCQ conduct as directed by the Education Support Manager



- Assist with any examination administrative task
- Complete examination register
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to enable the postholder to undertake this new/varied work
- This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemized

## Decisions Made

The majority of decisions expected of this post are taken within the well-established procedures, policies and routines. The postholder is expected to recognise variations from the accepted patterns, missing documentation or other unusual aspects and, if appropriate, bring them to the attention of the Education Support Manager.

## Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Waveney Valley Academies Trust reserves the right to revise this job description at any time.

*Alde Valley Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.*