



<b>Job Title</b>	<b>Exams Invigilator</b>
<b>Grade/Salary</b>	£14.18 Per Hour (Including Holiday Pay) (Scale 2 Point 4)
<b>Hours</b>	As Required
<b>Date Required</b>	As soon as reasonably possible
<b>Interview Date</b>	As soon as suitable applications are received
<b>Reporting To</b>	Exams Officer

## Details

We are looking for capable and conscientious people to join our team of Examination Invigilators who are responsible for supervising internal/external examinations throughout the year.

Hours are allocated in advance, on a casual basis, and there is an expectation that invigilators will be available during the busy exam periods.

## Principal Responsibilities

- Ensuring that the exam room meets JCQ requirements (for example centre number, clock and exam regulations clearly visible to all).

## Starting the exam:

- Supervision of student entry into the exam room in an appropriate manner.
- Ensuring that candidates have correct papers.
- Ensuring correct identification of all candidates.
- Dealing with extra candidates not on the register.
- Ensuring candidates are aware they are under exam conditions, retrieving mobile phones, etc.
- Reading erratum notices.
- Notifying candidates of the start of the exam.
- Recording start and finishing times of exams.

## During the exam:

- Opening and distribution of papers and any other authorised materials to candidates.
- Ensuring the attendance register is completed.
- Liaising with teaching staff in the subject area in the event of candidates raising a concern or problem with the paper that requires professional judgement and/or subject knowledge
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum delay
- Supervising candidates in a quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with exam regulations.
- Supervising any candidates who may need to leave the room, in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distribution of additional paper/equipment as required.
- Ensuring that school policies are followed.

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

Email: [info@theappletonschool.org](mailto:info@theappletonschool.org) Website: [www.theappletonschool.org](http://www.theappletonschool.org)



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## Finishing the exam:

- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from exam room.
- Collecting scripts in the required order.
- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring that scripts are never left unattended and are safely delivered to the exams office.
- Ensuring there are no missing scripts.
- Assisting in the checking and packaging of scripts.

## Person Specification:

- Can work independently or as part of a team.
- Reliable and punctual.
- Can remain calm under pressure and when dealing with the unexpected.
- The ability to be firm but fair
- Smart in appearance

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

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