



Ormiston Park Academy
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Job Description

Job title:	Examination Invigilator
Location:	Ormiston Park Academy
Grade:	Salary: £13.43 per hour, inclusive of holiday pay
Hours of work:	Casual
Reports to:	Exams Officer
Liaising with:	The post holder will liaise with staff and students at all levels in relation to the duties of the post
Disclosure Level:	Enhanced DBS (Disclosure & Barring Service)

Purpose:

To work as part of a team of invigilators supervising and supporting students undertaking examinations (internal and external) in accordance with legal requirements and academy policy.

Key Roles and Responsibilities:

To assist the Examinations Officer/Senior Invigilator in the smooth and efficient administration of examinations.

- To provide reading/scribe support for students on a 1:1 basis or small groups.
- To ensure appropriate preparation of the examination room, to meet the requirements of the individual exam.
- To ensure examination papers are received/stored appropriately in a secure location within the examination room.
- To open and check materials received, in accordance with the Examination Board Regulations, allowing sufficient time to identify and resolve any discrepancies.
- To liaise with the Examinations Officer to ensure that you are aware of any students who may have special consideration (e.g. extra time allowed).
- To assist in admitting students to the examination room and enabling them to find their allocated seats quietly and efficiently.
- To distribute question paper, answer booklets and associated materials at the beginning of the exam (under direction by the Senior Invigilator).

- To assist in the efficient timekeeping of the examination.
- To supervise the candidates in a quiet and unobtrusive manner to ensure that regulations on conduct, communication etc, are strictly observed.
- To respond to candidates' queries in accordance with the examination regulations.
- To distribute additional paper/equipment as necessary.
- To ensure that any minor behavioural issues are dealt with in line with academy policy and to report any breaches of the Code of Conduct to the Senior Invigilator/Exams Officer immediately.
- To escort and supervise candidates who may need to leave the examination room to go to the toilet, or in an emergency.
- To collect/sort papers at the end of the examination under the direction of the Senior Invigilator.
- To ensure that the examination room is clear and tidy, and that the equipment box is fully stocked, ready for the next examination.
- To attend regular training sessions as requested, to ensure compliance with the rules and regulations set out by examining boards.
- To carry out other duties appropriate to this position, as instructed by the Examinations Officer/Senior Invigilator.