



## The Compton School Job Description

<b>Post:</b>	Head Exam Invigilator / Exam Invigilator
<b>Reports to:</b>	Examinations Officer
<b>Grade:</b>	Casual Appointment paid at: £14 p/h + statutory holiday (Head Invigilator) £12 p/h + statutory holiday (Invigilator)
<b>Safeguarding Children:</b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

### **Purpose of Job**

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Under the direction of the Examinations Officer will be required to provide an efficient and effective invigilation support to the school.

To ensure that students sitting examinations do so in an atmosphere that allows optimum performance and preserves the integrity of the examination process.

To ensure that examinations are conducted in accordance with the requirements of the relevant examination boards.

### **Main Duties and Responsibilities – Head Invigilator**

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- Responsibility for the management of exam rooms, upholding all relevant JCQ and Independent Awarding Body rules and regulations and the procedures as documented in the Examinations Invigilator Handbook.
- Responsibility for seating layout, distribution of papers and for organising invigilators in the room with you
- Announce examination regulations and duration time and ensure that these standards are applied
- All other duties as set out in the Invigilator Job Description below

## Main Duties and Responsibilities - Invigilator

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- Help set out examination papers, associated documentation and equipment
- Prepare the examination room ensuring that awarding body requirements are met
- Receive and seat students appropriately
- Undertake student identification and complete attendance registers
- Accompany any student from the examinations room – to ensure exam conditions are maintained, i.e. to the first aid room/toilet
- Notify the Head Invigilator / Exams Officer if a candidate raises a concern or problem regarding the examination paper or if there are any concerns over candidate behaviour, malpractice or any other issues.
- Help dismiss and disperse candidates at the end of a session
- Collect all scripts and examination stationery at the end of each examination as requested by the Examinations Officer
- Return examinations scripts and documentation to the Examinations Officer
- To ensure that a high level of confidentiality is maintained in all aspects of work
- Be aware of and comply with policies and procedures relating to child protection matters, security and confidentiality
- Be conversant with the JCQ and Independent Awarding Body rules and regulations and the procedures as documented in the Examinations Invigilator Handbook.
- Provide a written report in the event of an incident and attend, if requested, update/examination meetings during the academic year
- Be familiar with all examination Policies and Procedures
- Supporting a Head Invigilator in a separate room for students requiring specific access arrangements.
- Supporting Word Processing examinations in a dedicated computer room
- As a 1:1 invigilator for a candidate requiring individual supervision, possibly at very short notice as needs dictate
- As an invigilator of a candidate with a scribe or reader
- Any additional responsibilities reasonably required by the Examinations Officer

## Promotion of school

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
  - To promote, advocate and follow all **school policies**
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## General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to Exam Invigilators procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.

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- Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
  - The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
  - The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
  - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies
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