

# JOB DESCRIPTION



## POST TITLE: EXAM INVIGILATOR

### OVERALL PURPOSE OF THE POST

To carry out a variety of tasks to aid the smooth running of a large secondary academy, which could include any or all of the following:

- Exam invigilation
- General errands (for example, collecting supplies etc.)
- supporting different faculties in the academy

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. Invigilation Duties

- To conduct examinations in accordance with the Joint Council for qualifications (JCQ), awarding body and Swinton Academy regulations and instructions.
- To have a key role in upholding the integrity and security of the examination/assessment process.
- Keep confidential exam question papers and materials secure before, during and after exams.
- To liaise with members of staff to ensure venues are correctly prepared
- To collect examination papers and deliver to correct venue
- To ensure students enter examination venues under formal exam conditions
- To complete a register of students (ensuring that students are seated in the correct place), noting absentees and forwarding information for action
- To deliver verbal instructions to students regarding the code of conduct during examinations, deal with candidate questions and start exams
- To distribute all relevant examination materials/equipment
- To continue invigilation throughout the period of the examination including accompanying students who need to leave the room in an emergency
- To follow procedures for the closure of examinations and to release students in an orderly and timely fashion
- To ensure delivery and continuing security of completed examination papers prior to despatch to examination boards
- Record/report any incidents, disruption or irregularities

#### 2. Preparation for despatch of examination papers

- To keep secure completed examination papers and ensure that all papers have been returned from venues. Check candidate details match the attendance records
- Collate and package completed examination papers in accordance with specific examination board instructions
- To hand over responsibility for security and final despatch of all completed examination papers to the exams officer

#### 3. Other Duties

- To support the school in providing home/school liaison for a variety of reasons including: transporting/escorting students into school to sit examinations; invigilating students at off-site

venues; delivering and collecting pre-prepared work to students at off-site venues; liaison with parents/carers to facilitate all of the above. Facilitating access arrangements for candidates, training will be provided.

- To ensure equality of opportunity is afforded to all persons, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

**Additional Information:**

To be available to work within a flexible agreed rota system. The rota will be issued in advance in a draft format for agreement. When the draft has been finalised it is expected that there will be no changes except in an emergency and as much prior notice as possible must be given.

**GENERAL DUTIES AND RESPONSIBILITIES**

- To maintain the confidentiality of the working environment
- Promote the aims of the school
- Support and maintain a positive working environment between colleagues
- To undertake training as required including online invigilator training for that academic year
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
- To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
- To understand and comply with procedures for the emergency evacuation of the school.
- The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy to enable students to achieve and reach their full potential.
- To support across the academies within the trust, with a pupil / student age range of 5 – 18 years as required
- This job description may be subject to modification or amendment by the Principal after consultation with the post-holder.

**OTHER**

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

**ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.*

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