

Job Description – Examinations Invigilator

Main Purposes:

- To administer exams in accordance with the regulations
- To ensure confidentiality of exam papers before, during and after an exam
- To help create the best environment for candidates to achieve to their full potential
- To provide information to candidates

Key Responsibilities:

- Setting out examination desks with question papers and related stationery
- Supervising the orderly entry and exit of candidates to the examination room
- Reporting any absentees to the Lead Invigilator/Exams Officer
- Invigilation of candidates during the examination
- Escorting candidates to the toilet, school office or medical room
- Supervision of candidates during rest breaks or due to examination clashes
- Reporting any irregularities or misbehaviour to the Lead Invigilator/Exams Officer
- Collection of examination scripts and related stationery
- Completing the attendance register and checking all scripts have been collected.
- To ensure that all school health and safety matters are adhered to
- Any other duties as required by the Exams Officer

This is not necessarily a comprehensive list and may vary according to the type of examination being conducted.

Essential Skills:

- Reliability, punctuality and a flexible approach to work
- Ability to relate to candidates yet maintain an air of authority
- Ability to be firm, fair and impartial at all times
- Ability to work as part of a team and alone if necessary
- Accuracy and attention to detail
- Ability to keep calm under pressure and when faced with unforeseen circumstances
- Common sense and initiative
- Ability to judge when a decision is not yours to make
- Ability to communicate with candidates and members of school staff clearly and accurately
- Ability to work to strict instructions
- Effective oral and written communication skills
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- The postholder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.

REMEMBER: *Be firm but kind*

Students are under a lot of pressure during examination periods – achieving good results is important for their progression. Please be aware of how they may be feeling. A smile from you could make all the difference to a student's stress level.

Any unacceptable behaviour from any student should be reported immediately to the Lead Invigilator/Exam Officer

Signed : Date:
Employee