



POST TITLE: Examination Invigilator

SALARY: £14.24 per hour

PRIME OBJECTIVES OF THE POST

To be responsible, under the direction of the Examinations Administrator, for the smooth running of the examinations and in particular to:

- Ensure all correct exam procedures are followed for both Internal and External Examinations.
- Provide clear instructions to candidates at the start and finish of exams.
- Ensure that there is a calm atmosphere so that all students are able to do their best.
- Deal with any incidents promptly and calmly to minimise disruption to the candidates.
- Ensure that papers are collected correctly at the end of each exam.
- Report any concerns to the Examinations Administrator.

RESPONSIBILITIES

Supervision of students. Security of examination scripts, equipment and stationery. Correct conduct of exams.

SUPERVISION & GUIDANCE

Responsible to the Examinations Administrator and expected to work with limited supervision within the agreed procedures.

DUTIES

- To collect exam papers, associated documentation & equipment.
- To prepare the examination room and ensure awarding body regulations are met.
- To seat and instruct students appropriately.
- To announce regulations & exam instructions at the beginning of every exam in a manner that can be clearly understood by all candidates.
- To complete attendance registers and any other necessary documentation.
- To alert the Examinations staff immediately of any irregularities and to complete incident report forms as may be necessary.
- To ensure all scripts and stationery are collected and checked at the end of each examination.
- To return scripts & associated documentation to the exams office.
- Ad hoc supervision over lunch of students who have exam clashes (booked separately from the normal a.m. & p.m. slots)
- To carry out any additional duties as required by the Exams Office.
- To ensure hours worked are recorded accurately at Site Reception
- To co-operate with School management in all Health & Safety matters and to take reasonable care of the Health & Safety of yourself and other persons who may be affected by your acts or omissions at work.

GENERAL

Morning external sessions start at 9.00 a.m. and afternoon external sessions start at 1.30 p.m. or 1.50 p.m. (dependent on exam venue). However, you will usually be asked to be on duty 20 minutes before these times in order to be briefed about the exam by the Exams Office.

Internal examinations session times may vary from 8.00 a.m. to 4.30 p.m.

You should familiarise yourself with the booklet Instructions for the Conduct of Examinations and the school's Guide to Invigilation.

KEY STAFF

Mr C Hicks	CEO
Mr A Amin	Headteacher
Miss D Patel	Exams Officer
Mrs D Das	Exams Administrator

DAILY ROTA

In order to avoid confusion during examinations, the Examinations Administrator will nominate one (occasionally more) senior invigilator to be responsible for the examination. This person will take the lead for that session and allocate responsibilities to the invigilation team to ensure that all tasks are undertaken on the Exam Checklist for Invigilators.