



POST TITLE: Examinations Invigilator
SALARY: Grade B Scale Point 3
WORKING TIME: Casual



JOB PURPOSE:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

COLLEGE VALUES:

The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

RESPONSIBILITIES COMMON TO ALL EXAMINATIONS INVIGILATORS

- To support the Exams Office with the day-to-day operation of examination venues.

RESPONSIBLE TO:

- Department: Examinations Office
- Reporting to: Examinations Office Staff
- Liaises with: Academic staff, school administrators and students

LINE MANAGED BY:

- Department: Examinations Office
- Reporting to: Headteacher (Aspire & Perform) & Examinations Officer

EXAMINATION INVIGILATOR JOB DESCRIPTION

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

OTHER SPECIFIC DUTIES

- assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans;
- to act as a Reader, Scribe or any other access arrangement applicable for students with additional needs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here.

EXAM INVIGILATOR PERSON SPECIFICATION

Education/Qualifications

GCSE grades A-C or equivalent standard of education D

Experience

Experience of large school environment D

Specialist Skills

Ability to work to timetables/deadlines E

Ability to communicate well with pupils and colleagues E

Specialist Knowledge

Education background D

Key aptitudes

Ability to work alone and to deadlines E

Ability to work under pressure with minimum supervision E

Good communication skills E

Ability for self motivation E

People Management skills E

Willingness to undertake job related training E

Willingness to work flexibly to suit school needs E

D – Desired

E – Essential

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. Employees will, be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees, are expected to be courteous to all stakeholders and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Thameside LA, and College policies.

The post-holder is expected to be part of the whole-College staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

LAST UPDATED

February 2022