

Shipston High School

EXAMINATION INVIGILATOR

Job Description

Pay: £13.26 per hour

Responsible to: Data/Exams Manager

Key Purpose:

To work under the direct instruction of the Data/Examinations Manager to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best. To assist the Data/Examinations Manager with the day to day operation of examination venues.

Tasks

Support for the examination process

1. Assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
2. Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates
3. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
4. Ensuring candidates cease disruptive behaviour and refrain from talking once inside examination venues; advise of malpractice and ensure due process is adhered to and followed
5. Invigilating during examinations, deal with examination irregularities in accordance with procedures
6. Checking and recording of candidates' attendance during examinations
7. Recording and reporting details of late arrivals, non-attendees and early leavers and collecting exams/scripts from early leavers
8. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
9. 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
10. Be aware of any needs that candidates may have during an examination
11. Be aware of the academy emergency policy in relation to examinations
12. Sole invigilation

Support for candidates

1. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues

2. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
3. Respond to candidates' queries in accordance with examination regulations
4. Provide candidates with additional paper and/or equipment as necessary and in accordance with the examination board regulations
5. Acting as a reader/scribe for SEN students as required

Support for the academy

1. Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Attend and participate in relevant meetings as required
3. Participate in training and other learning activities and performance development as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

All posts at the academy are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Shipston High 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 an enhanced DBS disclosure.

EXAMINATION INVIGILATOR

Person Specification

	Essential	Desirable
Qualifications/Training:	• Basic skills/induction • Willingness to participate in training and development opportunities	
Experience:	• Basic clerical/administrative experience	• Experience of working in an academy or school environment
Skills/Knowledge:	• Ability to relate well to children and adults • Excellent literacy and numeracy skills • Excellent communication skills • Ability to work under pressure and to tight deadlines • An understanding of the examination process • Ability to work effectively as part of a team • Ability to follow instructions • Ability to maintain confidentiality • Good organising, planning and prioritising skills • Methodical with a good attention to detail • Listening skills	
Personal Attributes:	• Friendly and professional manner • Flexibility • Reliable and punctual • Calm and diplomatic and able to maintain an air of authority • Common sense and fast thinking • A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	