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| **POST TITLE: Examination Invigilator** |
| **OVERALL PURPOSE OF THE POST** |
| * To support students with access arrangements in examinations. * To ensure that exam regulations are followed. * To assist in the smooth running of examinations. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * To assist in the preparation of the examination venue prior to the arrival of the candidates ensuring that:  1. Heating, lighting and noise levels are acceptable 2. A clock is visible to all candidates 3. Desks are set out as per JCQ regulations 4. Examination posters are displayed in accordance with JCQ regulations  * Assist with the organising and supervising of candidates before, during and after examinations, ensuring that:  1. Candidates are seated correctly 2. Permitted possessions are clearly advised 3. Candidates are silent once inside the examination venue 4. Examination materials are distributed efficiently 5. Candidates are aware of the starting and finishing time of examinations and notified of relevant examination instructions 6. Candidates are supervised whilst outside of the examination venue and leave the venue in a quiet, orderly manner  * Support students with access arrangements by either acting as a reader or scribe, as directed by the Access Arrangements Assessor * Check attendance during examinations * Record details of any late arrivals/early leaver and collect scripts from early leavers * Maintain the integrity of the examination * To understand and observe the policies and procedures of the Academy * To carry out any other duties as directed by the Examinations Manager * To attend the professional learning sessions as directed to ensure the JCQ Ofqual regulations are adhered to at all times |
| **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; * Support and maintain a positive working environment between colleagues across the Academy; * To undertake training as required * 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).   **The purpose of this job profile is to 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.**  **ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |