**JOHN FLAMSTEED COMMUNITY SCHOOL**

**Post title: Examinations Invigilator**

**Scale: MPS Scale 1 point 1 (£9.00 per hour)**

**Hours: Relief/Casual (as and when required)**

**Responsible to: Examinations Officer**

**MAIN DUTIES AND RESPONSIBILITY SPECIFIC TO THE POST**

Operating within the School’s procedures in accordance with the statutory guidelines, School and Education Department’s Policy and Practice. Understanding the implications of the Data Protection Act, Equality Act, Disability Discrimination Act and other legislation to ensure confidentiality of records and information is maintained.

To assist the Examinations Officer in the administration and running of exams. To be familiar with JCQs Instructions for Conducting Exams (ICE) and to uphold the integrity of the examination/assessment process. Invigilators are not allowed to carry out any other task, read or eat whilst in the exam room and they should carry out their duties as quietly as possible.

1 Assist with setting up the exam venue, display JCQ ‘Warning to Candidates’ and Mobile Phone’ notices, distributing candidate cards, questions papers and scripts in accordance with the seating plan.

2 Issue the correct question papers to candidates and deal with any queries that candidates may have.

3 Supervise the pupils throughout the whole time the examination is in progress, giving complete attention to this duty at all times.

4 Invigilators are required to move around the exam room quietly and at frequent intervals

5 If a breach of exam regulations occurs, refer to the Senior Invigilator and be ready to assist as appropriate.

6 Collect the completed exam scripts, question papers and formulae sheets at the end of the exam.

7 Sort the scripts according to the Exam Board’s register which should be accurately completed in line with the awarding body’s instructions.

8 Return all scripts and completed registers to the Senior Invigilator who will ensure they are kept secure until they are handed to the Examinations Officer.

9 Ensure that any loaned resources allowed during the exam are collected and returned to storage or the relevant department.

10 Supervise students entering and leaving the exam room, maintaining silence if other candidates are still working.

11 Assist with the clearing of the exam room venue and return it to its original layout in readiness for the next exam.

12 Stock the invigilation equipment boxes as required.

13 Carry out lunch and break time supervision arrangements as required.

14 Assist the Examinations Officer/ Senior Invigilator in other areas of the administration process as required.