



Job Description

1. Title of Post:	Exam Invigilator
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2. Accountable and Responsible to:	Examinations Officer
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3. Grade:	Scale 1, £10.84 per hour
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4. Main Purpose of the Job:	
	To conduct examinations in accordance with JCQ, awarding body and The South Wolds Academy and Sixth Form instructions.

5. Main Responsibilities of the Job:	
BEFORE EXAMS	
1.	To report to the Examinations Officer prior to each exam session
2.	To keep exam papers and materials secure at all times
3.	To ensure exam rooms are set out to standard
4.	To admit candidates into exam rooms
5.	To identify, seat, and instruct candidates in the conduct of their exams
6.	To distribute exam papers and materials to candidates
7.	To deal with candidate queries
DURING EXAMS	
8.	To supervise candidates at all times and be vigilant throughout exams
9.	To keep disruption to a minimum
10.	To deal with emergencies or irregularities effectively
11.	To record/report any irregularities
12.	To complete attendance registers
13.	To deal with candidate queries

AFTER EXAMS	
14.	To collect exam scripts
15.	To dismiss candidates from the exam room
16.	To return exam scripts and other materials to the Examinations Officer
OTHER	
17.	To attend training, refresher or review sessions as required
18.	To undertake, where required and where able, other duties requested by the Examinations Officer, for example <ul style="list-style-type: none"> • Supervision of clash candidates between exam periods • Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided) • Exams-related administrative tasks
19.	To safeguard and promote the welfare of children and young people.
20.	To understand the requirements of the data protection act and other legislation to ensure that the confidentiality of records and information is maintained.
21.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification	Essential	Desirable
Excellent communication skills	Yes	
The ability to work alone or as part of a team	Yes	
The ability to maintain confidentiality	Yes	
Awareness of the Data Protection Acts	Yes	
Flexible availability during exams	Yes	
Awareness of child protection and safeguarding policies	Yes	

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.