



## Job Description Examinations Invigilator

**Reporting to: Examinations Officer**

### **Main Purposes of the Job:**

To ensure the fair and proper conduct of examinations in an environment that enables to perform at their best. To provide a reassuring presence to students in exam rooms. To give clear instructions and manage pupils.

### **Key Duties, responsibilities, and accountabilities:**

- assisting in the management of pupils when lining up outside the exam
- assisting with setting up examination's 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
- collecting in any mobile phones, revision notes and any other materials not authorised in the examination
- 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, (completing exam registers during external exams)
- recording details of late arrivals and early leavers and collecting scripts from early leavers
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
- informing the Examinations Officer **immediately** of any incident of malpractice
- 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 manner
- assist the Examinations Officer or Lead Invigilator with other examination processes as required;
- assisting with packaging of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- reading or scribing for pupils with additional needs
- ensuring that all equipment used in separate rooms is packed away in the relevant store room

## Health & Safety

All staff at Oldershaw are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Health & Safety Manager.

## Equality & Diversity

Staff at Oldershaw are expected to promote equality of opportunity for all pupils and staff, both current and prospective, and to support an environment that values diversity and respect.

## Data Protection

All staff at Oldershaw have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the school, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the school, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the schools' GDPR policy.

## Safeguarding & Child Protection

The Oldershaw School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the school's Safeguarding and Child Protection policy and procedures at all times.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

**Signed** (Post Holder) .....

**Signed** (Line Manager) .....

**Date** .....