



## Job Description

<b>Job Title:</b>	Examinations Invigilator
<b>Working Hours:</b>	Casual/Claims, as and when required based on availability during examination periods
<b>Department:</b>	Examinations
<b>School:</b>	Robert Clack School Although you may be based on one school site, your role is not site specific.
<b>Reports to:</b>	Examinations Officer/Senior Examinations Officer
<b>Responsible for:</b>	N/A
<b>Number of Posts Supervised/Managed:</b>	N/A

### 1. Purpose of the Job:

- To assist with the smooth day-to-day operation of examinations taking place at Robert Clack School.

### 2. Main Activities:

#### Preparation

- Assist in setting up examination rooms, while ensuring that all regulations are adhered to.
- Ensure that any relevant notices are displayed clearly for candidates.

#### Starting Examinations

- Along with other staff members, ensure that candidates enter the examination rooms in an appropriate manner, whilst monitoring them to ensure that they do not have any inappropriate items on their person i.e. mobile phones, revision notes or other paperwork.
- In co-ordination with other staff members, ensure that candidates are correctly identified and allocated to their correct seat.
- Complete the attendance register and deal with extra candidates who may not be listed.
- In co-ordination with other staff members, distribute and ensure that candidates have the correct examination question and answer papers, and distribute any additional papers/equipment as required.
- Assist with ensuring that all candidates are aware of pre-examination start information and read out any erratum notices that may affect them.
- Notify candidates of the start time of the examination and record this time.

#### During Examinations

- Along with other staff members, ensure that candidates obey the regulations of an examination room i.e. no talking or disruption once an examination has begun.

- Ensure that any late candidates are briefed, seated and allowed to partake in an examination with minimum disruption to the examination room.
- Monitor any 'clash' candidates between examinations.
- Only respond to a candidate query in accordance with examination regulations.
- Contact a teacher in the subject area if a candidate raises a concern or problem with the examination paper that requires the professional judgement of a teacher.
- Be aware of any specific needs that a candidate may have during an examination.
- Ensure that any candidates who may need to leave the examination room do so in accordance with examination regulations.

### **Finishing Examinations**

- Notify candidates of the finish time of the examination and record this time.
- Dismiss candidates, while ensuring that examination room conditions are maintained.
- In co-ordination with other staff members, ensure that all examination answer papers are collected in candidate order number/attendance register order, while ensuring that the papers are not left unattended at any time.
- Check that there are no missing examination papers and that nothing else has been left on the desks.
- Deliver the examination papers to the Examinations Officer/Senior Examinations Officer, all the time ensuring that they are not left unattended until they have been delivered and handed over.
- Maintain security and confidentiality at all times.

### **3. Statutory Requirements:**

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

### **4. General Accountabilities and Responsibilities:**

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 2018 – General Data Protection Regulation.
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

January 2019