



**JOB TITLE:** Exam Invigilator

**REPORTS TO:** Exams Officer/HeadTeacher

**BAND:** Scale 1

**JOB PURPOSE:**

To implement examination procedures and ensure the proper conduct of examination candidates.

**KEY CORPORATE ACCOUNTABILITIES**

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

**Procedures**

- To work in a set exam environment
- To assist the exams officer with setting up the exam room, including putting out the candidates question papers on their desks
- To check the exam room is set up in line with JCQ guidelines
- Re-inforce exam instructions
- Record examination start and finish times
- Be familiar with attendance register and seating plan as required
- Collect candidate cards according to instructions
- At the end of the examination, collect candidate question papers in accordance with instructions
- Ensure candidates follow proper conduct during entry and exit of exam hall
- Follow any exam specific instructions as advised by Exams Officer
- To undertake compulsory annual invigilator training

**Conduct**

- Ensure silence in the examination room and avoid disruption
- Ensure that all candidates comply with any instructions

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- Walk around the examination room, ensuring no candidate has forbidden items and removing any found
- Ensure that candidates do not converse, signal or otherwise communicate with each other or other persons, record any incidents and report these to the Senior Invigilator, exams officer or other appropriate person
- When absolutely necessary, escort candidates to the toilet
- Respond to student requests for equipment.

Invigilators should ensure they are fully familiar with any instructions for the conduct of examinations.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ..... Date: ..... Name in full .....



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

**Person Specification - Exams Invigilator**

<b>General heading</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children</li> <li>• Knowledge of First Aid</li> <li>• Basic reading and writing skills</li> <li>• Ability to count and undertake basic calculations</li> <li>• Ability to use basic equipment e.g. photocopier, computer</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ability to complete basic forms</li> <li>• Ability to exchange routine verbal information clearly with children and adults</li> <li>• Seek support to overcome communication barriers with children and adults</li> <li>• Consult with children and other adults</li> </ul>
<b>Working with children</b>	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy</li> <li>• Understand and support the differences in children and adults and respond appropriately</li> <li>• Understanding of games and activities which support learning</li> <li>• Understanding of the way in which games and activities can help children develop</li> <li>• Understand the importance of physical and emotional wellbeing</li> </ul>
<b>Working with others</b>	<ul style="list-style-type: none"> <li>• Understand the role of others working in the school</li> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> <li>• Ability to work effectively with other adults in the school</li> <li>• Ability to provide timely and accurate information</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to manage own time effectively</li> <li>• Ability to follow instructions</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to equality</li> <li>• Basic understanding of Health &amp; Safety</li> <li>• Understand and implement child protection procedures</li> <li>• Understand procedures and legislation relating to confidentiality</li> </ul>