



JOB DESCRIPTION

POST: Exam Invigilator	
GRADE: Grade D	
RESPONSIBLE TO: Examinations Officer	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 2
JOB PURPOSE:	To ensure the fair and proper conduct of examinations/tests according to the schools and awarding body's rules, in an environment that enables candidates to perform at their best.
JOB CONTEXT:	<p>All schools are required to run examinations and tests in accordance with an awarding body's rules and regulations and this role contributes to ensuring that candidates are aware of and comply with these rules, dealing with issues as they arise.</p> <p>This school is committed to safeguarding and promoting the welfare of our candidates and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Supervise the candidate's entry into the examination venue • Ensure correct identification of all candidates • Invigilate the examination/test • Respond to candidate requests during the examination • Ensure no unauthorised material is consulted • Escort candidates from the location during the examination, such as toilet breaks • Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies
Communications	<ul style="list-style-type: none"> • Communicate examination procedures and conditions to candidates clearly and oversee behaviour • Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions • Notify candidates of the start and finish times of the examination
Resource management	<ul style="list-style-type: none"> • Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures

	<ul style="list-style-type: none"> • Distribute additional paper and equipment as required • Collect examinations papers from the candidates at the end of the examination
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Ensure the candidate attendance and absence records are completed accurately
Planning and Organising	<ul style="list-style-type: none"> • Ensure the accurate timing of the examination
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their Candidates and behave in a way that gives them confidence. Candidates will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2015