



The Ridgeway School

Job Description

Job Title: Examination Invigilator

Date Prepared: June 2012

Role reports to (Job Title): Examinations Officer

Job Purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

Key Accountabilities:

Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board and that allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

To support the Examinations Officer and other invigilators with the day-to-day operation of examination venues. This activity may include:

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
2. Closely following and enforcing exam procedures and regulations;
3. Supervise all aspects of the exam and remaining vigilant throughout
4. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
5. Ensuring that candidates do not talk once inside examination venues;
6. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
7. Checking attendance during examinations and ensuring that seating plans are accurate;
8. Recording details of late arrivals;
9. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
10. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
11. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
12. 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 and quiet manner.

To assist Examinations staff with other examination processes. This activity may include;

13. Assisting with packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;

Knowledge & Experience:

- Excellent communication skills are essential.
- Excellent time-management skills.
- The ability to work under pressure and meet deadlines; be highly organised.
- Be able to use your own initiative and make decisions quickly

- Be a good team player.

Contacts and Relationships:

Excellent communication skills to relate well with students and adults.

Academic Staff

School Administrators

Students

Colleagues

Exam Officers

Other Specific Duties:

- To continue personal development as agreed
- To engage actively in the performance review process
- To comply with the school's health & Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder is empowered and expected to identify service improvements within all areas of their work, in consultation with their line manager, to ensure efficient working practices.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate effectively in relevant meetings as required.

The Ridgeway School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff share in the responsibility of safeguarding our students and must take responsibility for passing on any concerns they may have about a student's welfare or safety to the Designated Child Protection Officer or her Deputy on the same day as the information is received.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: