



JOB DESCRIPTION

Job Title:	Exam Invigilator
Grade:	Minimum wage hourly rate
Reports to:	Data & Exams Officer / Lead Invigilator
Responsible for (staff):	N/A
Main purpose of the Role	
Under the management and guidance of the Data & Exams Officer / Lead Invigilator, to invigilate examinations or controlled assessments	
Core Responsibilities and Tasks	
<ul style="list-style-type: none">• Invigilate Internal and external examinations, controlled assessments and mock examinations.• Under the direction of the Data & Examinations Officer/Lead Invigilator, ensure there is adequate space between desks to discourage cheating.• Maintain control of students, ensuring appropriate behaviours in an examination setting.• Ensure students do not have their mobile phones, iPods, or other electrical devices present.• Ensure students remove labels from drinking bottles• Ensure each student has an examination paper and resources to undertake the examination.• Actively invigilate during the examination, observing students and maintaining examination conditions.• Accompany students to the toilet if requested, ensuring that the examination regulations are maintained.• Accompany students who become ill during the course of the exam to the designated first aid area.• Report any suspicion of cheating to the Lead Invigilator/Exams Officer.• Collect in the examination papers at the end of the exam session, while maintaining exam conditions and hand to the Lead Invigilator/Exams Officer.• Collect in all resources and ensure that they are returned to the appropriate place.• Be aware of, and comply with, the policies relating to child protection, confidentiality and security.• Be aware of the exam board regulations including the JCQ Instructions for Conducting Examinations document and ensuring that all requirements are implemented.• Be aware of the Academy's evacuation procedure in the event of an emergency and be familiar with the emergency procedure for each examination venue.• To work across Academies as required	
Corporate Responsibilities	
<ul style="list-style-type: none">• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment• To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities• To plan, monitor and review health and safety within areas of personal control	



- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust and the Academies, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust