



**COURT FIELDS SCHOOL**

Mantle Street, Wellington  
Somerset TA21 8SW

**EXAMINATIONS INVIGILATOR**

**Job Description**

<b>Job Title:</b>	Examinations Invigilator
<b>Location:</b>	Court Fields School
<b>Responsible to:</b>	Examinations Officer/School Business Manager
<b>Salary Grade:</b>	£11.98 per hour
<b>Hours:</b>	Casual hours

**Key Purpose of job:**

In accordance with the Awarding Body and School regulations and guidelines, to supervise examinations, ensuring the integrity and security of the examination papers and the fair and proper conduct of examinations.

**Main Responsibilities and Duties:**

This is a casual role, working as part of a team on Invigilators supporting the Exams Officer in the day to day operation of exam venues. This may include:

- Closely following and enforcing exam procedures and regulations
- Ensuring that details of candidates and examination materials are kept strictly confidential
- Assisting with setting up exam venues as instructed and in accordance with strict procedures
- Collecting and checking essential equipment and stationery for exams
- Collecting and checking exam papers
- Distributing correct exam question papers to candidates
- Supervising the entry and exit of students from the exam venue
- Ensuring students are seated according to the seating plan
- Registering candidates and informing the Exams Officer of any absentees
- Reminding candidates of exam regulations
- Maintaining strict exam conditions
- Remaining alert and vigilant in order to exercise constant surveillance of the examination room
- Assisting candidates with the use of IT equipment (e.g. laptops) as permitted for the examination

- Dealing with candidate queries and any examination irregularities in accordance with the Examination Board procedures
- Taking note of any malpractice or problems and informing the Exams Officer
- Ensuring accurate timekeeping during the exam
- Ensuring candidates stay for the full duration of the exam
- Collecting in question papers and exam scripts in candidate order
- Dismissing candidates in silence, a row at a time
- Invigilating smaller groups of students including those with medical or special educational needs. This may include reading and/or scribing
- Returning all scripts and exam papers and equipment to the Exams Officer
- Assisting with the checking and packing of exam scripts after the exam
- Any other reasonable duties assigned by the Exams Officer, Business Manager or Head of Centre.

#### **Personal Qualities:**

- Well organised, calm and methodical
- Reliable and punctual
- Able to communicate clearly and relate to students
- Willing and able to follow strict guidelines and procedures
- Able to remain alert and vigilant during the exam period
- Sensitive and caring yet maintain an air of authority
- Flexible and able to work well in a team or alone as necessary
- Firm but fair at all times.

One of the benefits of this work is it can fit in with applicant's availability.

#### **Training:**

Full and ongoing training will be given which all exam invigilators must attend.

#### **Exam Seasons:**

Some GCSE and other exams take place in January, but the majority are in mid May/June. Additionally, exams invigilators may be asked to work during Pre-Public Exams (mock exams), which take place at times throughout the year.

**As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.**

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

