



## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

**Job Title:** Exam Invigilator

**Reporting to:** Secondary Examinations Lead

### Main Duties

To conduct examinations at Greenacre Academy & Walderslade Girls School in accordance with the Joint Council for Qualifications (JCQ), awarding body and Skills for Life Trust instructions.

To play a key role in upholding the integrity of the examination/assessment process.

### Before exams

- To report to and be briefed by the exams office prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries
- To start exams

### During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To complete attendance registers
- To deal with candidate questions according to the regulations

### After exams

- To instruct candidates in finishing their exams and to collect exam scripts and exam materials

- To dismiss candidates from the exam room
- To check candidates' names on scripts, match the details on the attendance register
- To securely return all exam scripts and exam materials to the exams officer

**Other**

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example:
  - supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

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.

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

Signed ..... Date .....  
 On behalf of The Skills for Life Trust

Signed..... Date.....  
 Employee

**Exam Invigilator**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Ability to work collaboratively with colleagues at all levels throughout the Trust.	*	
Ability to communicate effectively with colleagues and Students.	*	
Ability to work without supervision and prioritise work.	*	
Willingness to undertake further training.	*	
Experience of working in schools.		*
Confident and reassuring presence to candidates in exam rooms.		*