

## **Scholars' Education Trust**

### **Job Description**

**Title of job** : **Exam Invigilator**

**Location** : **The Highfield School**

### **Experience**

Experience is not required, as training will be provided. However, the ideal candidate will

- be flexible
- have effective verbal and written communication skills
- be confident and a reassuring presence to candidates in exam rooms

### **Main duties**

To conduct examinations in accordance with JCQ, Awarding Body and The Highfield School instructions.

#### **Before exams**

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To ensure candidates do not talk once inside the exam room
- To distribute exam papers and materials to candidates
- To deal with candidate queries

#### **During exams**

- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities
- To deal with candidate queries

#### **After exams**

- To collect exam scripts
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the exams officer

## **Other**

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
  - Supervision of clash candidates between exam periods
  - Providing support for candidates with access arrangements e.g. as a reader, scribe (full training will be provided)
- Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.