



Job Description

Exam Invigilator

Responsible to:	Exams Officer
Salary/grade range:	£12.65 per hour
Location:	Morecambe Bay Academy

Purpose of role:

- To ensure the fair and proper conduct of examinations/tests according to the school's/examination boards rules, in an environment that enables pupils to perform at their best.

Key accountabilities (and specific duties / responsibilities):

- Invigilate the examination, including referring examination irregularities to nominated person
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with instructions
- Communicate examination procedures to pupils and oversee behaviour
- Respond to pupil requests during the examination
- Ensure no unauthorised material is consulted
- Escort candidates from the location during the examination, such as for toilet breaks
- Maintain candidate attendance and absence records.
- Observes personal duty of care in relation to service users or equipment or resources used in the course of work.
- Role holders may be required to make minor decisions by selecting from a choice of options or by identifying straightforward solutions to simple problems.
- Role holders may be required to determine the sequence and timing of own job or that of others.



Person Specification

Personal attributes required (based on job description)

	Essential	Desirables
Qualifications	GCSE Grade A-C (Maths and English)	
Relevant Experience	Experience in basic administration.	Experience of working in a school or similar establishment. Previous experience in invigilating or supervising examinations.
Knowledge		
Skills	- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues and students - Ability to use basic IT software packages, equipment and other resources effectively. - Good standard of numeracy and literacy skills - able to work as a member of a team - an ability to adhere to rules and regulations	
Personal Qualities	- Ability to build and form good relationships with students and colleagues. - Able to work flexibly and respond to unplanned situations.	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.



Appendix I

The following is a list of the main duties associated with an examination invigilator, and those of an examination reader and/scribe

Invigilator

The role of the invigilator is to ensure that the examination is conducted according to JCQ guidelines and instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures. Training will be provided.

MAIN DUTIES

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 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 complete attendance registers
- 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 - Exams-related administrative tasks



The primary duties of a Scribe are to:

- Record accurate and legible responses dictated by the candidate
- Record ONLY what the candidate has said

Read back what has been dictated, as requested by the candidate

- Make alterations to what has been written if the candidate identifies and dictates the amendment
- Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a writer and/or Reader and that the candidate should give clear instructions about their requirements
- Act as Invigilator, ensuring that examination regulations are adhered to

Duties of a Reader

The primary duties of a Reader are to:

- Read through the assessment material with the candidate, ensuring that each word is recognised
- Only read the questions as they are written
- Read back over parts of the assessment material as often as necessary
- Read back any part of the candidate's answers, as requested
- Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a Reader and that the candidate should give clear instructions about their requirements
- Act as Invigilator, ensuring that examination regulations are adhered to.