

JOB DESCRIPTION

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| JOB TITLE | Exam Invigilator  Bank Staff |
| PUBLICATION DATE | February 2022 |
| POSTHOLDER’S SIGNATURE |  |
| AUTHORISING OFFICER’S SIGNATURE |  |
| REVIEWER | Examinations & Data Officer |
| REVIEW DATE | February 2022 |
| STATUS | Generic |
| SALARY | H1.4 |



**JOB DESCRIPTION**

**JOB TITLE: Exam Invigilator**

**SALARY: H1.4**

**DATE: February 2022**

**RESPONSIBLE TO:** Headteacher and, on an everyday basis,

Examinations and Data Officer

**PURPOSE OF YOUR POST:**

Invigilators provide support for the Examinations and Data Officer to ensure the fair and proper conduct of examinations in an environment that enable a student to perform at their best. Invigilators are responsible for conducting examinations in accordance with the examination board regulations and for maintaining the security of examination questions papers at all times.

**RESPONSIBILITIES AS A MEMBER OF THE EXAMS TEAM:**

* Help ensure the smooth running of examinations in the school.
* Make constructive suggestions for improvement in invigilation and other procedures that are conducive to efficient and effective operation of the examinations system of the school.
* Support other members of the exams team in the fulfilment of their responsibilities.

**CONDITIONS OF EMPLOYMENT:**

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

**DUTIES:**

The following is an indicative list of duties:

* Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
* Closely following and enforcing exam procedures and regulations.
* Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
* Ensuring that candidates do not talk once inside examination venues.
* Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
* Checking attendance during examinations.
* Recording details of late arrivals.
* Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues.
* Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
* Collecting, collating and delivering scripts to the exams office at the end of the examination in accordance with strict procedures.
* Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

**NOTES**

This post is casual (i.e. variable/zero hours). Times worked are as agreed with the Examinations and Data Officer to meet the requirements of examinations timetables.