



Job Title	Examination Invigilator
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Salary	Hourly Rate £9.60
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Aim and main purpose of the job

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Brakenhale School instructions.

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

Main Duties and Responsibilities

Before Exams:

- To report to and be briefed by the Exams Manager prior to each exam session
- To keep 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

During Exams:

- To supervise 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 disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After Exams:

- To collect exam scripts
- To dismiss candidates from the exam room
- To check candidates' names on scripts and match the details on the attendance register
- To securely return all exam scripts and exam materials to the Exams Manager

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 sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - exams-related administrative tasks

Details of Line Management

Examination Invigilators are line managed by the Examinations Manager.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken 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 job which are commensurate with the salary and job title.