BEAUMONT SCHOOL – JOB DESCRIPTION

Job Title: **Examination Invigilator (£8.90 per hour)**

Responsible to: **Examination Manager**

OVERALL RESPONSIBILITY

TASKS

The tasks currently associated with the job are:

- Must be available to work during November, May and June
- To assist in the setting up of examination rooms.
- To ensure all candidates receive appropriate examination question papers and answer paper
- To be aware of any needs that candidates may have during an examination.
- To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry
- To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines
- To maintain security and confidentiality
- To record attendance on the official examination registers
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes, mobile phones, iWatches or other paperwork unless told otherwise
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them
- To ensure there is no talking or disruption for the candidates once the candidates have entered the examination venue
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators DO NOT assist candidates in any way with the question paper
- To sign the centre's confidentiality declaration
- To assist in other activities as may reasonably be requested by the centre from time to time

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.