



BEAUMONT SCHOOL – JOB DESCRIPTION

Job Title: Examination Invigilator (£10.65 p/h)

Responsible to: Examinations Officer

OVERALL RESPONSIBILITY

TASKS

The tasks currently associated with the job are:

- Must be available to work during November, January, May and June.
- Must attend 'in person' mandatory training before the Summer Series and also complete on-line training as requested
- To sign the confidentiality declaration and adhere to the security requirements surrounding the invigilation process.
- To assist in the setting up of examination rooms.
- To ensure question papers are supervised at all times prior to the start of the exam
- To ensure all candidates receive the correct examination question and answer papers.
- To ensure candidates obey the regulations of an examination room as laid out in the JCQ examination guidelines.
- To ensure there is no talking or disruption for the candidates once they have entered the examination venue
- To ensure no inappropriate items are brought into the examination venue, such as revision notes, mobile phones, watches or other paperwork unless told otherwise.
- To ensure all candidates are seated according to the seating plan before opening the question papers.
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them.
- To be aware of any needs that candidates may have during an examination.
- To record attendance on the official examination seating plans, notifying the Examinations Office immediately regarding any unexpected absences.
- To ensure that invigilators do not assist candidates in any way with the question paper.
- Help to manage candidates with rest breaks, prompts and extra time.
- Supervise any candidates that may need to leave the examination venue.
- Deal with any emergencies or irregularities effectively, such as issues with equipment, noise and disturbances, unwell students or evacuating the venue.
- Record and report any incidents, disruption and irregularities.
- At the end of the exam, to collect answer scripts in candidate number order and ensure scripts are supervised at all times until they are delivered back to the Examinations Office.
- To facilitate Examination Access Arrangements for candidates, for example as a reader, scribe etc. (specific training will be provided).
- 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.