



JOB DESCRIPTION

EXAMINATION INVIGILATOR

Responsible to: the Examinations Officer

OVERALL RESPONSIBILITY

To ensure the smooth and effective running of internal and external tests and examinations in examination rooms in accordance with all official regulations.

Duties:

1. To ensure that the examination room is ready for the scheduled examination including checking that there are sufficient supplies of answer booklets, paper etc
2. To supervise the entrance and exit of candidates from the examination room and to ensure good order
3. To ensure that the examination is conducted in accordance with the rules and regulations proscribed by the school or the examination board and to make candidates aware of these rules
4. To collect examination papers from the examinations officer and to distribute them in candidates in accordance with examination rules
5. To ensure that students are correctly seated before the start of the examination and to take a register.
6. To start and end examinations at the prescribed times
7. To monitor the examination room at all time to ensure candidates are behaving correctly
8. To answer queries from candidates in so far as this does not breach examination procedures

9. To collect in examination papers and scripts at the end of the examination and to ensure that they are taken to the school office
10. To accompany students who need to leave the examination room in an emergency
11. To support any special arrangements made for individual students including acting as a reader or scribe
12. To unequivocally support and promote the values and ethos of The Elmgreen School
13. Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
14. Take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
15. Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
16. Work in accordance with the Schools Health and Safety Policies and Procedure.
17. To undertake such other duties as may be required and are commensurate with the post

This job description will be reviewed annually and 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.

Compiled by:MBU	Revision Number 1
Approved by: DBE	Revision Date 15/02/2016



PERSON SPECIFICATION

EXAMINATION INVIGILATOR

Please provide evidence for the criteria detailed the Person Specification in the supporting statement of your application form

Person Specification

Essential

1. Ability to communicate effectively orally and in writing including clear legible handwriting
2. Ability to give clear oral instructions
3. Ability to follow and understand procedures and regulations
4. Ability to observe confidentiality
5. Ability to make decisions quickly and act confidently
6. Ability to understand, share and support the vision and aims of the school

Desirable

1. Understanding and knowledge of schools and the system of public examinations
2. Previous experience in examination invigilation.