

Brockington College Job Description

Job Title: Examination Invigilator

Responsible To: Examinations Officer

Job Purpose: Under the supervision of the examinations team, to join a team of invigilators to assist with the conduct of public examinations. To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

MAIN DUTIES AND RESPONSIBILITIES:

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
2. Closely following and enforcing exam procedures and regulations
3. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
4. Ensuring that candidates do not talk once inside examination venues
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
6. Checking attendance during examinations
7. Recording details of late arrivals
8. Escorting candidates from venues during examinations as required and supervising candidates whilst outside examination venues
9. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
10. Maintaining the security of exam papers at all times
11. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
12. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner
13. Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
14. Scribing/reading for students with access arrangements by mutual agreement
15. Undertaking such other duties as may reasonably be required of you to commensurate with your general level of responsibility, at the discretion of the Principal

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools/establishments/relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.