# THE FALLIBROOME ACADEMY – JOB DESCRIPTION

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| Job Title: Exam Invigilator (Secondary School) | JOB REF: | FHS (EI) 001 |
| Responsible to: Examinations Officer | Hourly Rate: £12.21  (plus holiday pay) | |

## BASIC JOB PURPOSE

Undertake examination invigilation as required for GCE, GCSE external examinations and internal assessments/tests in accordance with the requirements of the relevant Examination Board and the school’s procedures.

## MAIN RESPONSIBILITIES

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| 1 | To adhere to the School Code of Conduct for all teaching and non-teaching staff and to actively promote the safeguarding and welfare of students at all times. |
| 2 | Be available 30 minutes before the start of an exam. |
| 3 | Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils |
| 4 | Check identity of candidates, complete attendance registers and distribute examination papers |
| 5 | Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout. |
| 6 | Assist candidates as appropriate with additional supplies of paper and stationery. |
| 7 | Monitor the efficient timing of the exam to required standards. |
| 8 | Collect, check in and maintain integrity of examination papers at the end of the exam. |
| 9 | On an ad-hoc basis and in the event of more than one invigilator being available the jobholder may undertake the role of reader or writer for a pupil who attends the examination eg with a broken arm. |
| 10 | Maintain high standards of conduct and behaviour in line with Exam Board regulations. |
| 11 | To actively safeguard and promote the welfare of children at all times. |
| 12 | To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager |