

JOB DESCRIPTION

Post Title:	Examination Invigilator
School:	Newton Abbot College and Dawlish College
Working Hours:	Casual Hours
Salary Grade:	£9.62
Contract Type:	Casual Hours
Responsible to:	Examinations Officer

Role Description

To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

Job Description

- To understand and carry out all invigilator duties in accordance with the JCQ Information for Conducting Exams (ICE) booklet, updated annually
- To assist in the setting up of examination rooms
- To ensure candidates enter and exit the examination room in accordance with exam board regulations
- 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 exams officer, in accordance with exam board regulations
- To ensure candidates obey the regulations of an examination room as laid out in the exam board regulations
- To maintain security and confidentiality
- To ensure no inappropriate items are brought into the examination room, such as mobile phones, watches, revision notes 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 an examination has begun
- To ensure all candidates are seated before opening the question papers
- To ensure that invigilators **DO NOT** help candidates in any way with the question paper
- To ensure correct procedures are followed in the event of an emergency evacuation
- To assist in other activities as may reasonably be requested by the centre from time to time

Support Team

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

Other Duties

- To follow the college's ICT policy for the safe use of ICT.

Estuaries Multi Academy Trust

Registered Office: Old Exeter Road, Newton Abbot, Devon TQ12 2NF www.estuaries.co.uk

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- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the college and its commitment to equal opportunities
- To comply with the college’s Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by your Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed:Date:

Signed:Date:

Estuaries Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.