

THE WINSFORD ACADEMY – JOB DESCRIPTION



Job Title: Exam Invigilator (Secondary School)	JOB REF:	FHS (EI) 001
Responsible to: Examinations Officer		

BASIC JOB PURPOSE

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

MAIN RESPONSIBILITIES

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