

Exam Invigilator

The Macclesfield Academy, Park Lane, Macclesfield

Grade 2

SCP2

Job Description & Person Specification

Job Description

Reporting to

Examinations Officer

Purpose of the role

Invigilate Exams

Main responsibilities

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Macclesfield Academy regulations and instructions
2. To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

1. Report to and be briefed by the exams officer prior to each exam session
2. Keep confidential exam question papers and materials secure before, during and after exams
3. Ensure exam rooms are set up according to the requirements
4. Admit candidates into exam rooms under formal exam conditions
5. Identify candidates and seat candidates according to the required arrangements
6. Distribute the correct question papers and exam materials to candidates
7. Instruct candidates in the conduct of their exams
8. Deal with candidate questions

9. Start exams

During exams

1. Always supervise and observe candidates and be vigilant throughout exams
2. Keep disruption in exam rooms to a minimum
3. Deal with emergencies or irregularities effectively
4. Record/report any incidents, disruption or irregularities
5. Complete attendance registers
6. Deal with candidate questions according to the regulations

After exams

1. Instruct candidates in finishing their exams and collect exam scripts and exam materials
2. Dismiss candidates from the exam room
3. Check candidates' names on scripts, match the details on the attendance register
4. Securely return all exam scripts and exam materials to the exams officer

Other

1. Putting children and young people at the centre of everything the Academy does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Academy to operate in a more effective and efficient manner for the benefit of stakeholders.
3. Adhere to the Academy's policies on code of conduct, Safeguarding, H&S and Data Privacy.
4. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
Good level of education	✓	
Experience		
No previous experience required as training will be provided		✓
Knowledge & Skills		
Knowledge of education sector	✓	
Excellent verbal communication skills & active listening skills		✓
Work well as part of a team		✓
Confident and a reassuring presence to candidates in exams		✓
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning		✓
Knowledge of guidance and requirements around safeguarding children		✓
Interpersonal Skills		
Reliable, flexible and readily available during exams periods		✓
Committed to deliver exceptional standards in all areas		✓
Committed to maintaining confidentiality and security of exam papers		✓
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Ability to show initiative		✓
Punctual and reliable		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to always maintaining confidentiality		✓
Commitment to safeguarding and equality		✓