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| **Job Description** | |
| **Job Title** | Exam Invigilator |
| **Reports To** | Exams Officer |
| **Grade** | Kent Range 4 |
| **PURPOSE OF JOB:**  To participate in conducting internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to. | |
| **PRINCIPLE ACCOUNTABILITIES:**  1.  Report to and follow the reasonable instructions of the Exams Manager, Exams Assistant and/or Senior Invigilator.  2.  Be available at least 30 minutes before and after exams (as specified by Exams Manager)  3.  Organise and supervise candidates before and after exams, ensuring candidates enter and leave the room under exam conditions.  4.  Identify absentees and report to Exams assistant/Senior Invigilator.  5.  Ensure efficient distribution of exam materials.  6.  Ensure candidates are aware of exam instructions.  7.  Invigilate exams in accordance with Exam Board regulations and ensure conditions are observe at all times.  8.  Supervise candidates in a quiet and unobtrusive manner.  9.  Ensure and control appropriate conduct of candidates during the exam, liaising with the Exams Manager/Exams Assistant/Senior Invigilator regarding any misconduct.  10. Provide support to students as appropriate during the exam process.  11. Respond to candidates’ queries in accordance with exam regulations.  12. Ensure all papers are collected after the exam.  13. Maintain the integrity of the examination.  14. Be fully aware of emergency evacuation procedures.  15. Attend training sessions when required. | |
| **GENERAL:**   * Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person. * Actively support the School’s Equal Opportunities Policy. * Contribute to the overall aims and targets of the School, appreciate and support the roles. * Take on specific tasks related to the day to day administration and organisation of the School as requested by the Head Teacher. * Take on any additional responsibilities which might, from time to time, be determined by the Head Teacher. * Create and maintain positive and supportive relationships with staff, students, parents/carers and governors. * To engage with appropriate training opportunities to promote professional effectiveness in this role. | |
| **Agreed by: …………..………….. Approved by: …………………………………..**  **Job Holder Manager** | |