



# HOLY TRINITY

## JOB DESCRIPTION Relief Exam Invigilator

**Grade** 2 scale point 3

**Responsible to** The Examinations Officer

### **Purpose of the Job**

- To uphold the integrity of the external examination / assessment process by working closely with the Examinations Officer.
- To be familiar with the JCQ (Joint Council for Qualifications) Guidance.
- To ensure all candidates have an equal opportunity to demonstrate their abilities.

### **Responsibilities and duties**

- To ensure the security of the examination materials before, during and after the examination.
- To assist with the setting up of the examination room.
- To supervise candidates as they enter the room.
- To ensure candidates are aware they are under exam conditions.
- To assist with the removal of unauthorised material e.g. mobile phones, all watches, notes, lanyards etc.
- To assist with the efficient timekeeping of the exam, ensuring noticeboards have the correct exam information and start/ finishing times.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and collection of the same at the end of the examination. Distribution of additional paper / equipment as required in accordance with examination board regulations.
- To assist in preventing possible candidate malpractice.
- To ensure any minor behaviour issues are dealt with in accordance with the school policy, report any breaches of the Examination Code of Conduct to the Examinations Officer immediately and make a record of the problem on the examinations incident form.
- To assist in preventing possible administrative failures.
- To contact the Examinations Officer when candidates raise a concern or problem with the examination paper.
- To ensure exam conditions are maintained at all times, until candidates are dismissed from the examinations room.
- To ensure the examination room is clear and tidied for the next session.
- Any other duties in accordance with guidelines issued and school policy.
- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To ensure late candidates are briefed, seated and allowed to partake in the exam with minimum disruption.

- To escort and supervise candidates who may need to leave the examination room in an emergency in accordance with examination regulations.
- Provide cover for planned / unplanned absence of other invigilators with flexibility in terms of working arrangements.
- Be familiar and comply with all relevant Safeguarding Health and Safety policies. In-house training will be provided.

**Other**

- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices / behaviour.
- The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and / or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

**The Deputy Headteacher or other member of SLT will evaluate the totality of performance of the role by:**

- Must attend annual training session with manager for update on JCQ regulations.
- Monitoring the quality, accuracy and timely completion of tasks
- Monitoring the ability to manage self and others
- Attendance and punctuality
- Yearly safeguarding updates.