

## ST PETER'S SCHOOL – BOURNEMOUTH

### Casual Exam Invigilator – Secondary School - Job Description

#### Job Title

Post Holder

Salary Grade            Grade b, Scale Point 3 – £9.36 gross per hour

Contractual Weeks    Casual

Contracted Hours     Casual

#### **KEY ROLE AND RESPONSIBILITIES**

- Examination Invigilation is likely to include the following core elements to be carried out in strict accordance with the aforementioned regulations:
- To check that the arrangements of the examination room remain in compliance with the regulations and to ensure a calm environment which will give students the best possible opportunity to be successful in their exams.
- To issue the regulatory notices to candidates at the start of the examination
- To maintain the security of examination papers, materials and candidate scripts whilst in the Exam Invigilator's possession
- To start conduct and finish the examination in accordance with the regulations
- To complete the attendance register with due attention to the identification of candidates
- To supervise candidates with due vigilance during the working of the examination
- To respond to any questions from candidates about process and procedures
- To deal with any immediate problems or emergencies according to the examination centre or school's policies or procedures and in accordance with the examination regulations
- To refer to the Examination Officer if it is suspected that malpractice is taking place.
- To collect completed scripts after the examination has ended and return them to the designated place/person
- To report back as appropriate using the agreed referral procedures on any issues arising
- To assist with administration as requested

## MAIN DUTIES

To ensure that students do not leave an examination during the first hour of an examination. (unless escorted for exceptional reasons: always check with the Senior Invigilator).

At the end of examinations to help make sure that answer booklets have been completed correctly, and to help ensure that question numbers have been entered in the appropriate box on the front of the answer booklets.

To help in the collection of exam scripts which need to be collected in order, by candidate number.

In the event of any discrepancy or irregularity in the progress of an examination, to give a written report to the Examination Officer.

On occasions, supervise clash candidates between exams in accordance with exam policy.

## SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Signed ..... Post Holder          Date .....

Signed ..... School Business          Date .....  
Manager

Agreed:          September 2019

Review:          September 2020