



**JOB DESCRIPTION**

<b>Post title</b>	Examinations Invigilator
<b>Responsible to</b>	Examinations Officer/Principal
<b>Salary</b>	East Sussex Single Status Grade 2
<b>Main Purpose of the Job</b>	To participate in conducting external examinations for pupils, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To check the examination room prior to the arrival of candidates to ensure that: <ul style="list-style-type: none"> <li>• heating, lighting, ventilation and levels of extraneous noise are acceptable</li> <li>• no display materials that might be helpful to candidates are visible</li> <li>• a reliable clock of readable size is visible to each candidate</li> <li>• the Warning to Candidates is displayed both inside and outside the examination room</li> <li>• the Notice to Candidates is displayed in a public place outside the examination room</li> <li>• the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.</li> </ul> </li> <li>2. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.</li> <li>3. To carry out checks on the identity of candidates on their arrival.</li> <li>4. To take all reasonable steps to ensure that: <ul style="list-style-type: none"> <li>• the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided</li> <li>• candidates take into the examination room only those articles, instruments or materials which are expressly permitted</li> <li>• candidates have all the necessary material to enable them to complete the examination.</li> </ul> </li> <li>5. To open the packet of examination papers and issue the papers to candidates.</li> <li>6. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.</li> <li>7. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.</li> <li>8. To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.</li> <li>9. To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.</li> <li>10. At the end of the examination, to collect all scripts and ensure that candidates have used their correct centre and candidate numbers.</li> <li>11. After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.</li> <li>12. To collect all unused stationery in the examination room and return it to the Examinations Officer.</li> </ol>

	<p>13. To ensure that the room is left in a tidy condition.</p> <p>14. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.</p>
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**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**