



## Exam Invigilator (Casual)

Salary / grade range	Manchester - SCP2 - £12.26 per hour + holiday pay
Location	Co-op Academy Belle Vue
Reports to	Exams Officer

### Purpose of role:

Oversee and supervise internal and external examinations and assessments.

Ensure that the academy complies with all necessary exam boards and Joint Council for Qualifications (JCQ) regulations.  
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### Key accountabilities (and specific duties / responsibilities):

- Assist in the setting up and checking of the examination room prior to the arrival of candidates, ensuring candidates have all necessary material to enable them to complete the examination
- Check that no display materials that might be helpful to candidates are visible
- Ensure a reliable clock of reasonable size is visible to each candidate
- Ensure a calm environment which gives students the best possible opportunity to be successful in their exams
- Be aware of, follow, and enforce exam procedures and regulations; including announcements/communications to candidates
- Ensure all candidates receive the correct exam question and answer papers
- Be aware of any needs a candidate may have during an exam, and respond appropriately and in line with exam guidelines
- Consult with the Exams Officer or Senior Invigilator regarding any candidate issues
- Know the actions to be taken in the event of an emergency such as a fire alarm or lockdown alert
- Ensure inappropriate items are not brought into the exam room



- Ensure candidates are aware they are under exam conditions throughout the exam session
- Record the start and finish times of the exam, ensuring efficient time keeping is maintained
- Complete the attendance register
- Supervise candidates within the exam room and any candidate who may need to leave the room during the session
- Ensure answer scripts are collected in candidate number order, not left unattended, and are safely stored, adhering to the Trust’s GDPR guidance and JCQ regulations
- Ensure all exam materials are returned to Exams Office once the exam is completed
- Report any incidents, irregularities or suspected malpractice to the Exams Officer
- Maintain confidentiality in all matters relating to exams, questions, paper content, candidate information and staff information
- Be aware of, and comply with, the policies and procedures relating to safeguarding
- Attend training/refresher or review sessions as required
- Assist in other duties as may reasonably be requested by the academy from time to time

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)  <i>A, should be a bare minimum to ensure that the applicant is good enough to be invited to an interview. A,I &amp; T to be reviewed</i>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	E	A & I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Prior experience would be advantageous however training will be provided</li> </ul>	D	I



<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Verbal and written communication skills</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to students and adults</li> <li>• Methodical with good attention to detail</li> <li>• Be aware of and comply with the policies and procedures relating to safeguarding</li> </ul>	<p>E E E E E</p>	<p>A &amp; I A &amp; I A &amp; I A &amp; I A &amp; I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Flexible approach</li> <li>• Excellent time keeping</li> <li>• Professional approach</li> <li>• Responsible and accountable</li> </ul>	<p>E E E E</p>	<p>A &amp; I A &amp; I I A &amp; I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.