

Exam Invigilator

Salary / grade range	Casual
Location	Co-op Academy Failsworth
Reports to	Exams Leader
Hours of Duty	Casual, Term Time only (Normal working hours will be sessions of upwards of 90mins working between 8.00am and 4pm as stipulated within the examination timetable)

Purpose of role:

To ensure examinations are conducted correctly according to school processes and the Joint Council for Qualifications "Instructions for Conducting Examinations" and hold a key role in upholding the integrity of the internal and external examination process.

Key accountabilities (and specific duties / responsibilities):

General Duties

- To work closely with the Management Information Team (M.I.T) and school staff to ensure all candidates have an equal opportunity to demonstrate their abilities;
- Closely follow and enforce the School examination procedures and Exam Board guidelines, consulting the Examination Officer where appropriate to;
 - Prevent possible candidate malpractice;
 - Prevent possible administrative failures;
- Ensure compliance with all mandatory and specific instructions for each exam paper and correctly communicate these to candidates prior to commencement of exam
- Ensure examinations keep to scheduled times
- Ensure all candidates are observed in the exam room at all times;
- Ensure correct signage is posted inside and outside the room to ensure correct layout of the examination room;
- Ensure security and safety of examination papers and materials at all times – before, during and after the exam;
- Maintain absolute confidentiality where appropriate in matters relating to examination paper content, candidate information, staff information and the Examination Process both internal and external;
- Maintaining integrity of examination conditions minimising where possible interruptions

and distractions for candidates;

- Report malpractice incidents to the Lead Invigilator / Management Information Team and assisting with writing of subsequent reports when necessary;
- Collation of examination scripts in accordance with the Examination Register and instructions from the Lead Invigilator
- To closely supervise in a non-obtrusive manner; students in allocated areas during emergency procedures; students with timetable clashes (sometimes over the lunch period or as required);
- Escort students on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- Supervise students leaving the examination venue, ensuring that candidates do not remove equipment or stationery from the venue and ensure that students leave venues in an orderly and quiet manner

Other

- Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility;
- Comply at all times with the Data Protection Act and follow the schools code of conduct regarding Confidentiality

Standard Duties:

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Personal Attributes Required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable (D)'	How measured, e.g. application form (A), interview (I) test (T)

Qualifications <ul style="list-style-type: none"> • Good general education. 		A / I
Experience <ul style="list-style-type: none"> • Ability to receive and follow clear instructions both written and oral. • Ability to convey instructions to students in a confident manner. • Ability to produce clear and concise notes/reports/records. • Ability to evaluate, assess and contribute to improvements in current working practices. • Experience of working under pressure and responding quickly to changing demands. • Demonstrate experience of working with confidential information where discretion is paramount. • Positive, open and friendly attitude to service improvement and delivery. • Knowledge of examination practices and procedures. • Relevant previous experience working with children and young people, ideally in a similar environment. 	 D D	 A / I A / I A / I A / I A / I A / I A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Must be able to work within the ethos of the school. • Ability to work individually and as part of a team. • Is willing to work within organisational procedures, processes and to meet required standards for the role. • Ability to confidently supervise students within a contained environment. • Excellent punctuality and attendance. • Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility. • Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards. • Knowledge of Data Protection Act. 	 D	 A / I A / I A / I A / I A / I A / I
Personal Qualities <ul style="list-style-type: none"> • To be punctual 		I



<ul style="list-style-type: none">• Be prepared to work flexibly at all times		I
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			