##### JOB DESCRIPTION

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| POST: Exam Invigilator – Ron Dearing UTC |  |
| RESPONSIBLE TO: Exams Manager |  |
| JOB PURPOSE: | To ensure the fair and proper conduct of examinations/tests according to RDUTC and examinations boards rules, in an environment that enables candidates to perform at their best.  |
| JOB CONTEXT: | All schools are required to run examinations and tests in accordance with an examination board’s / JCQ’s rules and regulations and this role contributes to ensuring that pupils are aware of and comply with these rules, dealing with issues as they arise. DBS enhanced clearance required  |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Operational Issues | * Supervise the candidate’s entry into the examination venue
* Ensure correct identification of all candidates
* Invigilate the examination/test
* Respond to candidate requests during the examination
* Ensure no unauthorised material is consulted
* Escort candidates from the location during the examination, such as toilet breaks
* Deal with issues as they arise, e.g. candidates arriving late, illness of a candidate, malpractice, health & safety emergencies
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| Communications  | * Communicate examination procedures and conditions to pupils clearly and oversee behaviour
* Apply discipline procedures where appropriate if candidates are not obeying the examination procedures/conditions
* Notify candidates of the start and finish times of the examination
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| Resource management  | * Assist in the setting up of the examination venue, laying out of equipment and papers in accordance with procedures
* Distribute additional paper and equipment as required
* Collect examinations papers from the candidates at the end of the examination
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| Safeguarding  | * To be committed to safeguarding and promote the welfare of

children, young people and adults, raising concerns as appropriate. |
| Systems and Information  | * Ensure the candidate attendance and absence records are completed accurately
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| Planning and Organising  | * Ensure the accurate timing of the examination
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| Health and Safety | * To work with colleagues and others to maintain health, safety and welfare within the working environment.
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