##### 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 | | |
| 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 | | |
| 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 | | |
| 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 | | |
| Planning and Organising | * Ensure the accurate timing of the examination | | |
| Health and Safety | * To work with colleagues and others to maintain health, safety and welfare within the working environment. | | |