## Job Description

**Job Title:** Exam Invigilator / Exam invigilator scribe

**Report To:** Data and Exams Manager

**Job Purpose:** To invigilate school examinations

<table>
<thead>
<tr>
<th>Main Duties &amp; Responsibilities</th>
<th>Main Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To play a key role in upholding the integrity and security of the examination and assessment process.</td>
<td>To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Aston Manor Academy regulations and instructions.</td>
</tr>
</tbody>
</table>

**Before exams**
- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

**During exams**
- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- (Scribe only) To act as a scribe students with additional access arrangements for examinations in line with the JCQ guidance.

**After exams**
- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates’ names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the exams officer
- To perform any other duties as the Headteacher may request from time to time.
Safeguarding: The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants.

Grade: £9.52 per hour (including holiday pay) and supplementary hourly rate for scribes.

Hours: Part Time ad-hoc basis – Term Time only

Review and Amendment
This job description is normally subject to an annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder.

Job Description agreed by:

Signature of Headteacher: ………………………………..
Signature of Post holder: ………………………………………
Date: …………………………………………………………….

Person Specification

<table>
<thead>
<tr>
<th>Post: Examination Invigilator / Exam invigilator scribe</th>
<th>Essential or Desirable?</th>
<th>How assessed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience / Knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Previous experience of invigilating examinations in a school environment</td>
<td>D</td>
<td>A, I</td>
</tr>
<tr>
<td>2. A sound knowledge of the ‘Instructions for the Conduct of Examinations’ produced annually by the JCQ (Joint Council for Qualifications)</td>
<td>D</td>
<td>I</td>
</tr>
<tr>
<td>3. (Scribe only) Experience in an educational setting / Good GCSEs / A levels.</td>
<td>D</td>
<td>A, I</td>
</tr>
<tr>
<td>Skills and Abilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ability to demonstrate accuracy and attention to details</td>
<td>E</td>
<td>I</td>
</tr>
<tr>
<td>5. Ability to communicate with candidates and members of staff clearly and accurately</td>
<td>E</td>
<td>I / R</td>
</tr>
</tbody>
</table>
### Personal Qualities

<table>
<thead>
<tr>
<th></th>
<th>Ability to act on own initiative, dealing with any unexpected problems that arise in a calm manner</th>
<th>E</th>
<th>I / R</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Ability to offer reliability and punctuality</td>
<td>E</td>
<td>R</td>
</tr>
</tbody>
</table>

**Key**

- Essential = E
- Desirable = D
- Application form = A
- Interview = I
- References = R