



Rossett School
Success for everyone

Job Description

Examinations Invigilator

Job Purpose

To support the examinations team and lead invigilator to maintain the security of the examination question papers at all times to ensure the fair and proper conduct of examinations in accordance with examination board regulations, in an environment that enables a student to perform at their best.

Main Duties / Responsibilities:

Organisation

- Efficient preparation of the examination room ensuring that it is conducive to examination conditions and minimise distractions
- Checking attendance during examinations and recording details of late arrivals and early leavers
- Distributing and collecting examination papers/scripts/materials from candidates
- Supervising the entry and exit of candidates to and from the examination room; directing them to their seats and ensuring that candidates leave venues in an orderly and quiet manner
- Ensuring that examinations begin and end on time as scheduled
- Invigilating during examinations, dealing with queries raised by candidates and closely following and enforcing exam procedures and regulations
- Remaining vigilant during the examination, in order to prevent any cheating or malpractices
- Reporting any malpractices or problems to the Examinations Officer
- Dealing with emergency situations e.g. student illness, fire alarm, toilet breaks etc.
- Dealing sensitively with candidates who have special arrangements
- Familiarising and adhering to the Instructions for the Conduct of Examinations issued by the Joint Council for General Qualifications
- Being available to work flexibly in ensuring that examination processes are completed at the end of each examination
- Provide advice and guidance to staff, students, parents/carers and others

Administration

- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- Assisting with the preparation of seating plans
- Scribing for students with special needs
- Completing general administrative duties as directed by the Examinations Manager

Person Specification

Skills/Personal attributes

- Excellent communication, organisation and administrative skill
- Flexible approach to work
- Ability to work as a member of a team
- Ability to work under pressure and to tight deadlines
- Ability to establish and maintain positive and appropriate boundaries with children
- Good level of physical fitness; ability to stand for several hours without aid