

CARDINAL NEWMAN CATHOLIC SCHOOL

JOB DESCRIPTION

Job Title: **Examination Invigilator**

Reports to: **Examinations Officer**

Purpose of the job

To supervise a student or group of students during an examination according to the requirements of the External Examination Board.

Principal Accountabilities

- 1 Invigilate examinations maintaining the rules set by the External Examination Boards and in-house regulators.
- 2 Manage the behaviour of students whilst they are undertaking examination work to ensure that examination conditions are maintained and report back to the Examinations Officer on the behaviour of students during the examination and any issues arising.
- 3 Respond to any questions from students about procedures, distribute and collect examination papers and equipment as required.
- 4 Deal with any immediate problems or emergencies according to the school's policies and procedures.
- 5 Collect the completed examination scripts after the examination in the required order and return them to the Examinations Officer or appropriate member of staff.
- 6 Provide general administrative support such as taking a register, as required.

- 7 Provide support for individual students in special circumstances for example those who may require additional examination invigilation time because of a special need, or who need assistance with writing due to a physical injury e.g. cannot write because of a broken arm therefore the invigilator records their spoken text.
- 8 Supervise students who have to leave the examination room for any reason such as illness or who have examination clashes ie more than one examination at the same time on the same day.
- 9 Attend and participate in meetings as required prior to invigilation.
- 10 Participate in training and other learning activities as required.

General Accountabilities

- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety and child protection and comply with legislation relating to works and contracts as are within the direct responsibility of the postholder.
- To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but please note that the Governors reserve the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.