



**Wye School**  
The best in everyone™  
Part of United Learning

## **JOB DESCRIPTION – EXAMINATION INVIGILATOR**

This job description and United Learning’s Employment Policies, terms and conditions for Support Staff (“the Employment Policies”) set out the terms upon which you will be employed by United Learning at Wye School.

Wye is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually as part of the performance management process.

<b>RESPONSIBLE TO:</b>	Principal and Local Governing Body
<b>REPORTING TO:</b>	Examinations Officer
<b>HOURS:</b>	Various according to examination timetable

### **JOB OUTLINE**

To conduct and supervise internal and external examinations for students in a professional manner ensuring that all examination board regulatory requirements for the integrity and security of the examination papers and procedures are strictly adhered to during examination sessions.

### **MAIN DUTIES**

1. To conduct examinations in accordance with the examination board regulations.
2. To follow all awarding body specific guidelines.
3. To adhere to Wye School internal procedures for conducting internal and external examinations.
4. To play a key role in upholding the integrity of the external examination/assessment process.

### **Before exams**

- Report to the examinations officer prior to each exam session.
- Keep exam papers and materials secure at all times.
- Ensure exam rooms are set up in accordance with the examination board regulations.
- Ensure students enter the exam room under exam conditions, find their correct seat promptly and instruct them as necessary regarding their conduct in the exam room.
- Distribute the correct exam papers and materials to candidates.

- Deal with candidate queries.

### **During exams**

- Supervise candidates at all times and be vigilant throughout exams.
- Ensure candidates remain silent throughout the exams and do not communicate with other students.
- Deal with any issue or disruption in accordance with the examination board regulations and School procedures.
- Deal with emergencies or irregularities effectively.
- Record and report any issue during the exam using the School exam documentation and indicating whether the issue was minor or major and how the matter was resolved.
- Liaise with the Exams Office regarding any serious issue that cannot easily be resolved.
- Deal with candidate queries.

### **After exams**

- Collect in exam scripts and any unused controlled material.
- Dismiss candidates from the exam room.
- Securely return all exam scripts and exam materials to the exams office.

### **Other**

- Attend annual examination board training sessions run by the School.
- Attend periodic refresher and exam season review sessions as required.
- Undertake where required and where able, other duties requested by the examinations officer.
- Supervision of clash candidates between exam sessions.
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
- Any other exams related administrative tasks as required.