

## Job Description

**School:** Sittingbourne Community College

**Job Title:** Exam Invigilator

**Responsible to:** Examinations Officer

### Purpose of the Job:

Invigilating internal and external examinations, including invigilation of the special needs and dyslexia students/pupils when required.

### Main duties and responsibilities (Accountabilities):

Invigilators must uphold the integrity of the examination and assessment process. Under the instructions of the Lead Invigilator, duties to include any or all of the following:

- Assisting with any administration procedures before and after examinations;
- Ensuring the examination room complies with JCQ regulations;
- Ensuring candidates enter and leave the examination area in accordance with JCQ regulations
- Observing candidates in the examinations room at all times;
- Assisting with the checking of registers against scripts and ensuring candidates have the right paper;
- Opening and distributing papers and any other materials to the candidates and distributing additional paper/equipment as required;
- Ensuring the attendance register is completed;
- Collecting scripts in attendance register order and checking that nothing has been left at the desk;
- Ensuring the scripts are never left unattended and are safely delivered to the Examinations Officer;
- Informing the Examinations Officer/Lead Invigilator of any suspicions about the security of the examinations papers;
- Ensuring Trust and School policies are adhered to.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Sittingbourne Community College

**Responsible to:** Examinations Officer

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>English and Mathematics GCSE at C grade or equivalent</li></ul>	<ul style="list-style-type: none"><li>Exam invigilator training</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience in a busy working environment, for example, school or office</li></ul>	<ul style="list-style-type: none"><li>Experience of invigilating in a school, college or adult education setting</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>Good command of the English language</li><li>Good communication skills, able to communicate effectively and clearly with both pupils and staff</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</li></ul>	