

# Ursuline College



## Job Description/Person Specification

### Examination Invigilator

**Report to or Line Manager:** Examinations Officer  
**Grade:** KR3  
**Hours:** As required for exam schedule

#### **Main Purpose of Job:**

**To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best**

#### **Ursuline College All Staff Responsibilities:**

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

#### **SPECIFIC DUTIES**

**To support the Examinations Officer with the day-to-day operation of examination venues.**

**This activity may include:**

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with JCQ procedures and local practice
2. Understanding, closely following and enforcing exam procedures and regulations
3. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
4. Ensuring that candidates do not talk once inside examination venues
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
6. Checking attendance during examinations
7. Recording details of late arrivals and early leavers and collecting scripts from early leavers
8. Escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues
9. Escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times

10. Collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures
11. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner
12. Acting in accordance with local Emergency Procedures
13. Completing the Invigilators log at the end of each examination session

**To assist the Examinations Officer with other examination processes.**

**This activity may include:**

1. Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
2. Assisting with the preparation of seating plans
3. Providing assistance for students with examination access arrangements

*This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.*

26/09/19