



THE
MALLING
SCHOOL

JOB DESCRIPTION

JOB TITLE: Lead Exam Invigilator

ACCOUNTABLE TO: Deputy MIS Manager

JOB PURPOSE:

A Lead Invigilator is defined as an invigilator who is responsible for supervising the main examination venue – usually the Sports Hall. The Lead Invigilator is the person in charge of the invigilation team on duty and supervision of candidates within an examination room.

The Lead Invigilator should:

- Supervise examinations, working in accordance with all regulations, policies and procedures to maintain the integrity and security of the examination season.
- Safeguard the health, safety and welfare of pupils in the examination room
- Ensure ensuring that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate.
- Ensure that in case of queries during an examination that at least one invigilator should be in a position to observe the behaviour of a maximum of 30 candidates.
- Oversee the setup in the exam room – setting out papers, desk labels and any stationary required for the exam. Ensure all clocks are in working order and display the accurate time.
- Ensure that candidates do not bring books, paper or mobile phones into the examination room
- Ensure the centre number is on display and the whiteboard shows all necessary information about the exam start and end time.
- Arrange for a member of the invigilation team to take the examination register and notify the Exams Officer or MIS Manager should any candidates be absent.
- Ensure all invigilators in the exam room are wandering around the room periodically, observing pupils and are alert for any irregular activity.
- Ensure all scripts are collected at the end of the exam prior to any students leaving the exam hall.
- Ensure all scripts, questions paper, desk labels, attendance registers, seating plan etc are returned to the Exams Office and received by either the Exams Officer or the MIS Manager.
- Ensure the relevant notices and posters are displayed in and around the exam room.
- Be aware of evacuation procedures and ensure the invigilators on duty understand these.

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

Safeguarding

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly.