



THE
MALLING
SCHOOL

JOB DESCRIPTION

JOB TITLE: Exam Invigilator

ACCOUNTABLE TO: Deputy MIS Manager

JOB PURPOSE:

Invigilators are responsible for 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. In case of queries during an examination, or in the event of an enquiry subsequent to an examination, it is important that at least one invigilator should be in a position to observe the behaviour of up to thirty candidates at all times.

Invigilators are required to arrive at the examination room approximately 15 minutes before the examination is due to commence to assist with setting out the papers, desk labels and other necessary equipment. When examinations are to be held in classrooms, the single invigilator will be responsible for collecting papers from the Examinations Office, however it will take slightly less time to prepare smaller rooms.

Invigilators should ensure that candidates do not bring books, paper or mobile phones in to the examination room. All bags to be left at the back of the room.

Invigilators must not provide candidates with answers to queries regarding their question papers. A definition cannot be provided for an unknown word. However words or small sentences can be read to a candidate, with the exception of an English exam. Provided the candidates has been given the correct paper they should be advised to do their best.

Invigilators are expected to wander around the examination room periodically, observing pupils and looking for irregular practices. Pupils are not allowed to talk at all without first raising their hand and attracting your attention – under no circumstances must they speak to fellow candidates whilst the examination is in process and at the end of the exam until all papers have been collected

The invigilator should reprimand candidates whose conduct is disturbing to other candidates.

Invigilators should ensure that all scripts are collected before candidates are allowed to leave the room. All scripts, question papers, desk labels, attendance register, seating plan etc must be returned to the Examinations Office if the Examinations Officer is not in attendance.

BE FIRM BUT KIND.

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.