



Examination Invigilator

JOB DESCRIPTION

RESPONSIBLE TO: The Examinations Officer and the Member of the Senior Leadership Team responsible for Examinations.

JOB PURPOSE: To assist with the efficient invigilation of pupils taking formal examinations, in line with relevant regulations.

Invigilators will be expected to:

- be available during examination times to invigilate students taking formal examinations, both for whole subject cohorts and for small groups or individuals entitled to special consideration; Arrival by 8.15am for morning exams and staying afterschool to assist packing of scripts will be required at times.
- be familiar with the regulations covering such examinations;
- ensure students taking examinations abide by these regulations when entering and leaving the examinations hall and during the examinations themselves;
- assist with the laying out of examination numbers and ensuring students are seated correctly;
- assist with the efficient distribution and collection of examination papers;
- conduct themselves in an appropriate manner and with discretion;
- respond appropriately to students' needs and questions when in the examination room;
- contact an appropriate member of staff if questions or difficulties arise.

Further responsibilities may include:

- acting as a reader and/or a scribe for students taking examinations whilst abiding by the regulations in place.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.