

	<b>Role:</b>	EXAM INVIGILATOR
	<b>Salary Scale:</b>	
	<b>Updated:</b>	September 2023

<b>Line Manager:</b>	EXAMS OFFICER
<b>Supervision:</b>	N/A

### **Main Duties & Responsibilities:**

All Exam Invigilators at Lister Community School are expected to:

#### General Requirements

- declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- confirm their availability in advance of main exam periods
- confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- understand and apply school policies
- be adaptable and flexible in approach to the work
- be self motivated and able to take instruction
- attend mandatory in-house training sessions as and when necessary throughout the year
- promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

#### Before Exams

- report to and be briefed by the exams officer prior to each exam session
- keep confidential exam question papers and materials secure before, during and after exams
- ensure exam rooms are set up according to the requirements
- admit candidates into exam rooms under formal exam conditions
- identify candidates and seat candidates according to the required arrangements
- distribute the correct question papers and exam materials to candidates
- instruct candidates in the conduct of their exams
- deal with candidate questions according to the regulations/school protocols
- start exam

#### During Exams

- maintain exam conditions
- supervise and observe candidates at all times, ensuring no other tasks are undertaken whilst exams are in play
- actively invigilate and be vigilant throughout exams
- keep disruption in exam rooms to a minimum and contact the Examinations Officer if any concerns arise
- deal with emergencies or irregularities effectively and in strict accordance with school policies/protocols
- record/report to the Examination Office any incidents, disruption or irregularities
- complete attendance registers
- deal with candidate questions according to the regulations/school protocols

#### After Exams

- instruct candidates in finishing their exams and collect exam scripts and all exam materials
- deal with candidate questions according to the regulations
- dismiss candidates from the exam room as per school protocols
- check candidates' names on scripts, match the details on the attendance register
- securely return all exam scripts and exam materials to the exams officer

#### Other Tasks

- undertake training, update and review sessions as required
- undertake, where required and where able, other duties requested by the exams officer, for example, centre supervision of exam timetable clash candidates between exam sessions
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes' check

#### **Other Duties & Responsibilities**

In this role, you will be expected to:

- engage with the wider school community, supporting and modelling the values and ethos of Lister Community School at all times.
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- abide by, and adhere to, all policies applicable to employees of both Lister Community School and the Newham Community Learning Trust.

#### **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

#### **Safeguarding Children**

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.