



Sheffield Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description for Exam Invigilator

Job Title: Exam Invigilator

Reporting to: Data & Exams Manager

Role Purpose: To assist the Data & Exams Manager in the smooth and efficient administration of examinations, specifically student invigilation and related tasks.

Role Tasks:

- To work with the Data & Exams Manager to ensure the successful operation of the examinations process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Data & Exams Manager and/or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end.
- To assist in the efficient timekeeping of the examination and ensure that a clock, visible to all candidates, is in the examination room and examination board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Data & Exams Manager immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidied for the next session and to check examination desks for any graffiti.
- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To respond to candidates' queries in accordance with examination regulations.
- To provide candidates with additional paper and/or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

General:

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To uphold the academy policies and procedures at all times.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- To support and promote the academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Name:

Signed:

Date: