



JOB DESCRIPTION

Job Details

Post Title	Examination Invigilator
Responsible to	Examinations Officer

Purpose of job

Purpose of job

Examinations Invigilators are responsible for ensuring examinations are conducted in accordance with the Joint Council for Qualifications (JCQ, awarding body and Brooke Weston Academy instructions). Invigilators play a key role in “upholding the integrity of the external examination/assessment process”

Specific Duties

- Report to the Exams Officer prior to each exam session.
- Keep exam papers and materials secure, before, during and after exams.
- Ensure exam rooms are set out to standard.
- Admit candidates into exam rooms.
- Identify, seat and instruct candidates in the conduct of their exams.
- Distribute the correct exam papers and materials to candidates.
- Supervise candidate at all times and be vigilant throughout exams
- Keep disruption to a minimum
- Deal with emergencies or irregularities effectively
- Collect exam scripts
- Dismiss candidates from exam room
- Check that the names on the scripts match exactly the details on the attendance register
- Securely return all exam scripts and exam materials to the Examinations Officer

Requirements

- To observe and comply with Health and Safety Policy and Code of Practice for staff
- To comply with instructions relating to security and confidentiality

Liaison Role

- Interact with students and staff in a professional manner.

Organisational Role

- To be well presented and organised at all times.
- To be able to work on own initiative as well as part of a team.

Staff Development Role

- To take part in any training offered by the Academy.

Other Duties

- Undertake any other duties as deemed appropriate by the Principal.

Collegiate responsibility

In addition to the specific responsibilities of this post, every member of staff at Brooke Weston will commit to :

- ✓ *Providing a courteous and efficient service to students at all time*
- ✓ *Using their influence with other staff and students to promote high standards of behaviour and order within the Academy*
- ✓ *Working to maintain the Academy at the forefront of educational practice*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation*

Performance Management

All staff will participate in Brooke Weston's Performance Management Review scheme as outlined in the Academy's pay and CPD policies.

Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.