

Fulford School

JOB DESCRIPTION						
DIRECTORATE: School DEPARTMENT:						
JOB TITLE: Exam Invigilator POST NUMBER:						
REPORTS TO (Job Title): Examinations Officer GRADE:						
(this may be a member of staff who has this sole						
responsibility or Deputy Head or Teacher)						
1.		MAIN PURPOSE OF JOB				
	To work under the direction of the Examinations Officer to ensure the					
	smooth running of the examination environment, including an					
	appropriate working atmosphere for the candidates. Ensure that all					
	externally set examination regulations are fulfilled and examinations are					
	cond	ducted in line with the school's	Examinat	ion Policy.		
2	CODE DECRONOLDILITIES TASKS & BUTIES					
2.	i	i Liaise with the Examination Officer re the appropriate register and				
	I			• • •		
	ii	seating order of the candidat Prior to the start of the exam				
	II	examination room so that the				
		meets exam body requireme		ippropriately laid out and		
	iii	Ensure candidates have the correct papers.				
	iv	Under the direction of examinations officer, ensure correct				
		identification of all candidates				
		the register.				
	V	Ensure candidates are aware	they are	under exam conditions,		
		retrieving mobile phone, etc.	,	•		
	vi	Be aware of all procedures a	nd examin	nation body regulations, so		
		that it is known what to do in				
		fire etc.).				
	vii	Clearly announce the start ar	nd finish tir	me of the examination.		
	viii	Record the start and finish tir		ninations and ensure		
		efficient time keeping is main				
	ix	Open and distribute papers a	and any oth	ner authorised materials to		
		candidates.				
	Х	Ensure the attendance regist				
	хi	Ensure late candidates are b		ated and allowed to partake		
		in the examination with minin	num fuss.			

	xii	Supervise candidates in a quiet and unobtrusive way and ensure the supervision of candidates who may need to leave the room in accordance with examination regulations.		
	xiii	Ensure exam conditions are maintained at all times throughout examinations and until all candidates have left the room.		
	xiv	Collect scripts in register order and ensure there are not missing scripts and the scripts are not left unattended.		
	xvi	Assist with the packaging and dispatching of exam scripts.		
3.	SUPERVISION / MANAGEMENT OF PEOPLE			
	No. reporting - Direct: 0 Indirect: 0			
	Will support the induction and training of new staff.			
4.	CREATIVITY & INNOVATION			
	Subject to occasional supervision and procedural guidelines, the			
	jobholder is able to use initiative in responding to queries, the			
	management of his/her own workload.			
	Uses initiative as part of own work, for example in response to			
		didates queries in accordance with exam regulations or knowing		
		en to raise a concern during the exam which requires the professional		
	Judg	pement of the Examination's Officer.		
5.	CONTACTS & RELATIONSHIPS			
	Internal			
	Regular contact with supervisor and colleagues calling for the exchange of information, sometimes of a complex and sensitive			
		nature, orally, in writing or electronically.		
		Ensure good communication between Examination Officer,		
		nvigilators, examination candidates and other colleagues.		
	1	Enables pupils' access to examinations.		
	ı	External		
		Occasional contact with examination body. May be required to liaise		
	١	with courier re the dispatching of exam scripts.		
6.	1	CISIONS – discretion & consequences		
	1	Working to established processes and examination body guidelines		
		which will guide the jobholder's decision-making.		
		Uses discretion when responding to sometimes complex, face to face		
	1	queries. Will be required to respond to on the spot queries requiring mmediate attention.		
		Deal with queries in relation to insufficient papers, etc.		
		Clarify suspected errors on papers.		
		May be required to make difficult judgements and contribute to		
	1	decisions made by the Examination Officer.		
	1	The decisions which the jobholder makes have an effect on the		
	1	examination outcome for pupils.		
7.		SOURCES – financial & equipment		
	-	budget, and <u>not</u> including desktop equipment.)		
1	Des	<u>cription</u> <u>Value</u>		

None

8. WORK ENVIRONMENT – work demands, physical demands, working conditions & work context

1) Work Demands

Subject to supervision. Most of work predictable, but may be required to manage time carefully during period of core examination activity. May be required to make difficult decisions.

2) Physical Demands

Largely classroom and exam hall based settings. Some sustained periods of physical activity will be required when actively supervising a large number of candidates in the exam hall.

3) Working Conditions

Majority of work takes place in exam hall in absolute silence.

4) Work Context

Risk of verbal abuse and physical harm from a minority of pupils. Risk of infection when dealing with unwell children.

9. KNOWLEDGE & SKILLS

- 1) Ability to carry out core duties without supervision.
- 2) A thorough working knowledge and experience of exam procedures.
- 3) Ability to manage large groups of young people.
- 4) Ability to work in an organised and structured way.
- 5) Ability to seek help where appropriate.
- 6) Sound oral and written communication skills.

10. Position of Job in Organisation Structure



