

**School Name:** Acklam Grange School

**Post Title:** Exam Invigilator

**Responsible to:** Headteacher  
Deputy Headteacher  
Director of Corporate Services

**JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:**

To assist the Examinations Officer with the administration and supervision of examinations on the site ensuring all Examining Boards rules are adhered to.

**Main Tasks and responsibilities of the post:**

- Set up exams rooms in accordance with the JC Q I.C.E. book.
- Starting and finishing each allocated examination in accordance with the Exam Board regulations and guidelines.
- Assisting with setting-up examination venues by layout stationery, equipment and examination papers in accordance with procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Offering advice and guidance to unregistered candidates without allocated seats.
- Ensuring that candidates do not talk once inside examination venues.
- Checking attendance during examinations.
- Recording details of late arrivals and early leavers and collecting scripts from early leavers.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Supervising candidates leaving venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedure. Complete an Invigilators Sheet for each exam if required.
- Ensure that the examination room is clear and tidied for the next session and that the equipment is returned. To check examination desks for any graffiti and liaise with the Exam Office to get it removed.
- Ensure collection of all scripts, collate into candidate number order ready for the Examinations to dispatch.
- To maintain the security of examination scripts, between and following the examination.
- Attending meetings and yearly update training sessions with Examinations Officer when requested.
- To attend training courses relevant to the post, ensuring continuing personal and professional development.
- Ability to present oneself as a role model to pupils in speech, dress, behavior and attitude.
- The post holder has common duties and responsibilities in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Other duties commensurate with the grade of the post as required by the Headteacher, Director of Corporate Services or Deputy Headteacher.