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JOB DESCRIPTION

Exam Invigilator	
Salary	Scale B. 2
Working pattern	You will be available to work as required during exam periods throughout the academic year.
Section	Support Staff
Responsible to	Examinations Officer
Responsible for	There is no line management with this position
Job Purpose	We are looking to recruit invigilators to ensure that examinations are carried out according to the rules set by JCQ and the examination boards. In-house training will be given to ensure that you are aware of the responsibilities and procedures.
Duties & Responsibilities	<p>Ensure that exams/tests are carried out according to the rules set down. Work under overall guidance of the examinations officer or other senior member of staff but may be expected to invigilate without the presence of a teacher or other senior member of staff.</p> <ul style="list-style-type: none">• Ensure candidates have correct exam papers• Ensure candidates are aware of and enter / leave room under exam conditions (e.g. no mobile phones)• Ensure register is completed and returned as directed in good time• Ensure the test/exam starts and finishes on time, are of correct length of time and record these• Collect, sort out exam papers and ensure their safe transport from and return to the office (or exams officer or teacher)• Ensure and control proper pupil conduct during the test/exam, liaising with examinations officer or lead invigilator on the day (or teacher in primary) over any observed misconduct.• Read erratum notices• Ensure that all papers are collected after the exam

- Ensure that pupils are seated in the correct place
- Be available to attend briefing and de-briefing sessions
- Contact the examinations officer or lead invigilator on the day (or teacher in primary) when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher
- Supervise candidates in a quiet and unobtrusive manner
- Respond to pupils' queries in accordance with JCQ exam regulations
- Ensure exam conditions are observed until candidates are dismissed from room
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school
- Perform any other reasonable tasks within the range of the salary grade.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES