



FULFORD SCHOOL

JOB DESCRIPTION

DIRECTORATE: School		DEPARTMENT:
JOB TITLE: Exam Invigilator		POST NUMBER:
REPORTS TO (Job Title): Examinations Officer (this may be a member of staff who has this sole responsibility or Deputy Head or Teacher)		GRADE: 3
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 conducted in line with the school's Examination Policy.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i	Liaise with the Examination Officer re the appropriate register and seating order of the candidates for individual exams.
	ii	Prior to the start of the examination, assist in preparation of the examination room so that the room is appropriately laid out and meets exam body requirements,
	iii	Ensure candidates have the correct papers.
	iv	Under the direction of examinations officer, ensure correct identification of all candidates. Deal with extra candidates not on the register.
	v	Ensure candidates are aware they are under exam conditions, retrieving mobile phone, etc.
	vi	Be aware of all procedures and examination body regulations, so that it is known what to do in an emergency situation (pupil illness, fire etc.).
	vii	Clearly announce the start and finish time of the examination.
	viii	Record the start and finish time of examinations and ensure efficient time keeping is maintained.
	ix	Open and distribute papers and any other authorised materials to candidates.
	x	Ensure the attendance register is complete.
	xi	Ensure late candidates are briefed, seated and allowed to partake in the examination with minimum 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	

	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 <pre> graph TD A[Job reports to Admin. Supervisor] --> B[THIS JOB] A --> C[Other jobs at this level;] B --> D[Jobs reporting up to this one: up to 5 administrative assistants] </pre>