

THOMAS MILLS HIGH SCHOOL & SIXTH FORM

JOB DESCRIPTION

TITLE	Examination Invigilator/Access Arrangement Support
RESPONSIBLE TO	Examinations Officer/Access Arrangement Assessor
JOB PURPOSE	To oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions. To act as reader/scribe where required, following JCQ guidelines and regulations.
REMUNERATION	£13 per hour (plus holiday pay)

RESPONSIBILITIES AND DUTIES

Invigilator;

1. To assist in the setting up of examination rooms;
2. To ensure all candidates receive appropriate examination question papers and answer paper;
3. To be aware of any needs that candidates may have during an examination;
4. To ensure answer scripts are collected in candidate number order and are supervised as required until they are delivered to the registry;
5. To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines;
6. To maintain security and confidentiality;
7. To record attendance on the official examination registers;
8. To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise;
9. Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them;
10. To ensure there is no talking or disruption for the candidates once an examination has begun;
11. To ensure all candidates are seated before opening the question papers;
12. To ensure that invigilators **DO NOT** help candidates in any way with the question paper;
13. To sign the centre's confidentiality declaration;
14. To assist in other activities as may reasonably be requested by the centre from time to time.
15. When required, and after full training, act as reader/scribe for candidates with access arrangements.
16. To be available in December for half day training, January for mock exams, further training in March/April, then throughout May/June.

GENERAL CONSIDERATIONS

1. This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar level or nature are not excluded because they are not itemised.
2. The duties of the post could vary from time to time as a result of new legislation, policy changes or changes in practice within the School and, in this case, any appropriate training would be given to enable the postholder to undertake this new or varied work.
3. The postholder is expected to use his/her initiative in carrying out these tasks in an effective manner.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

NAME OF POSTHOLDER:

SIGNATURE:

DATE: