



Emerson Park Academy

JOB Description

Role:	Exam Invigilator
Grade:	hourly rate
Reports to:	Exams Officer

Purpose of the role

To provide support to the examination process

Specific duties

To support the Senior Exam Invigilator/Exams Officer with the day-to-day operation of examination venues. This activity may include:

Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict 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;

Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;

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 rooms;

Collecting and collating scripts at the end of the examination in accordance with strict procedures;

Assisting with the preparation of script envelopes;

Supervising candidates leaving examination 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.

Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;



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PERSON SPECIFICATION

Skills and abilities	Essential	Desirable	Assessed by
An understanding of examination processes		✓	Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by teachers	✓		Interview
Ability to demonstrate respect for students and be able to listen to their views	✓		Interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
Qualifications and experience			
Experience of working or studying in higher education environment		✓	Application & interview
Personal Attributes			
Accuracy and attention to details	✓		Application and interview
Flexible approach to work	✓		Application & interview
Ability to relate to academic staff and students	✓		Application & interview
Ability to work under pressure and to tight deadlines	✓		